

M.N. Spear Library Trustees

July 8, 2014

Meeting Minutes

Members Present – Michele Sedor, Molly Moss, Gail Fleischaker, Dale Houle, Kate Cell, Michele Regan-Ladd & Library Director – Mary Anne Antonellis

Guest present – Robert Raymond

1. Discussion of election of officers – A proposal was made to take a little bit of time to elect new officers. Positions are the Chair, the Secretary, and the Treasurer. We had a discussion previously about not needing a Vice-Chair even though it is in the by-laws. The by-laws should reflect the current practice. Discussion to wait until September for the elections.
2. August Meeting – We will meet.
3. The Trustees have changed our meeting schedule to the 3<sup>rd</sup> Monday of the month beginning with the August meeting, August 18th.
4. Review of by-laws, changes noted below, to be approved at next meeting:
  - Article IV – eliminate the Vice Chair-person
  - In the absence of the Chair, we will ask someone to step in as Chair for that meeting.
  - Add the Treasurer as an officer of the Board.
  - #4 – The meeting has to be posted 48 hours before the Trustee meeting; there is an on-line PDF, which can be emailed to Leslie Bracebridge, the Town Clerk.
  - The Chair or a designee will post the Meeting Notice at Town Hall, as required by law.
  - The Secretary shall keep a true record of all meetings of the Board and shall ensure that the Town Clerk and the Trustee representative will post the minutes. Eliminate “and be responsible for correspondence as directed by the Board.
  - Switch order of #5 & 6.
  - #5 – Officers shall be elected from the Board at the beginning of the new fiscal year.
  - Michele Sedor will be the “Acting Chair” for the next 60 days or until such time that a new Chair is elected.
  - Article V – change to 3<sup>rd</sup> Monday of the month and the meetings will be held at the MN Spear Library. Eliminate emailing the Board if a Trustee is going to be absent.
  - Article V – post 48 hour business days.
  - Article VI – Scratch “special” committees.
  - Article IX – Changes of by-laws need to be approved at the next meeting of the Board; at our August meeting.
  - Article 111 – Leave in but check with MBLC (Mary Anne will check with this) about this item since MGL are quoted.
  - Article V - #3 – change to “shall be 2/3 of the current number of Board Members”.
  - Motion to review the amended changes next month at the August Trustee meeting.

5. Canoe and kayak Program Policy – reviewed, discussed and changes noted by Mary Anne Antonellis, Library Director. Mary Anne will make the edits and send them out via email to be reviewed at the next Trustee Meeting in August.
6. Survey will be reviewed at the next meeting in August.
7. Library Director meeting – roof is leaking over the main desk. The roof may need to be repaired. More details to discuss at a future meeting. Roofer recommended that the entire roof be inspected annually and the Trustees should consider developing an Annual Maintenance Plan; to be added to the Perpetual Calendar.
8. World Café discussion – table until September
9. Discussion about prioritizing items for future meetings – August 18 – meet until 9:30.

Meeting adjourned at 9:25 p.m.

#### Agenda Items for August

1. Review/approve meeting minutes from July 8, 2014
2. Library Survey
3. Canoe/kayak Policy
4. Review/approve by-laws