

HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES
MEETING
October 18, 2016

- I. Secretary Mary Blanchette called the Regular Meeting of the Hall Memorial Library Board to order at 7:30 PM. Members present were Mary Clements, Janet Wieliczka, Dan Sclare, and Susan Phillips, Library Director. John Halloran and Judy Stomberg were excused. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – There were no citizens present.
- III. Approval of Minutes of the September 2016 Meeting (Wieliczka/Sclare) - The minutes were reviewed by members present and were unanimously approved.
- IV. Treasurer's Report –Bookkeeper Marcia Downs circulated the balances of the checking and savings accounts for September and October 2016 to date.
- V. Current Year Budget – The current years' budget was reviewed and discussed among the Board Members. Sue Phillips explained this years' spending to date.
- VI. Library Director's Report – The report was reviewed and discussed, especially noting that there will be a meeting with Henry Racki from the Rockfall Company, General Contractors, to discuss the bathroom renovations. Items that will be included in the renovation are automated water shut-off for all fixtures, a drain installed into the floors, new partitions, new tile installation, and the installation of baby changing tables. Also included are the water fountains on both floors. It was also mentioned that Tom Palshaw, a patron, has been extremely helpful volunteering his repair services throughout the building, specifically by repairing all of the folding tables. A sewing workshop will be held in November to make a holiday table runner. Two new databases have been installed – Fold3 is a collection of military records, and ESequels features novels in series. Planning for Winterfest 2016 is underway.
- VII. Friends of the Library Report – The fall Book Sale was held last weekend and successfully raised approximately \$1100.00. Also, the Friends' meetings have been changed to the second Monday of the month at 7:00 PM. The Annual Cookie Sale will be held the weekend before Christmas.
- VIII. Old Business – Building Maintenance – There is no update. – Security Cameras – Again, no update on this subject.
- IX. New Business – Policies – This item will be carried forward to another meeting date.
- X. Trustees' Concerns – Mary Blanchette mentioned that individual health issues should not be written in the Director's Report due to a possible HIPPA violation. Health updates may be discussed at the regular meetings to inform the Board verbally.
- XI. Correspondence –None.
- XII. Adjournment – The meeting was adjourned at 8:25 PM (Clements/Sclare), unanimously.

