

WEST TISBURY LIBRARY BOARD OF TRUSTEES MEETING
September 13, 2007

Attending: Trustees: Leslie Baker, Linda Hearn, Elaine Pace, Dan Waters
Library Staff: Nelia Decker, Beth Kramer
Public: None

Elaine Pace, Vice Chair, opened the meeting at 7:30 pm.

MINUTES: The minutes of the August 9, 2007 meeting were accepted with one minor addition.

COMMITTEE REPORTS: None

OLD BUSINESS:

- Fine Amnesty – Instead of fines, the library has again started to collect food for the Food Pantry. Some people offer to pay fines and donate food. Patrons seem happy to do this service for the community.
- Staff Appreciation – This was discussed and Beth felt the decision should come from the Board. This will be discussed by the trustees at next month's meeting when we are more likely to have a full board present.
- Heating the Basement – Beth has called Ernie Mendenhall several times to remind him about working with Vineyard Propane. BTU has given an estimate. Kate Warner suggested geothermal. She felt Daikin could design a unit to go in the basement with one in the children's room. A heat exchange system would be more expensive to begin with, but there would be much less cost in operating expenses. The library will have three different estimates which should be looked at extensively for operating expenses of that particular option.
- Art Wall – On Sunday September 23, there will be a plaque dedication at the old Music Street library for the 5 women who traveled south in 1963. This is part of the Heritage Trail Exhibit. Pictures from this trip and that era will be hung on the art wall starting Saturday, September 22 and be there through the month of October.

NEW BUSINESS:

- Assessment and Maintenance of Building – Several recent problems at the library have brought attention to the need for a better maintenance program:
 - Water pump failed
 - Air conditioning failed
 - Water from bathroom overflowing leaked into basement. John Clark gave a estimate of \$2,400.00 for an acid neutralizer to stop corrosion of the pipes
 - Projector broke
 - Elaine said that a maintenance plan is very important, especially as the building gets older. Probably the library doesn't have maintenance contracts in all areas. She suggested keeping a log of things that have failed with the date and expense. She suggested that Beth talk to Bob Lane at the W.T. elementary school and discuss with him what problems might be expected as the building ages. Beth agreed that this was a great idea and that she would check on any and all maintenance contracts that we might have in place to make sure they are up-to-date.

LIBRARIAN'S REPORT:

- Beth said that Colleen Morris had been chosen as Assistant Director, Steve Klebs will be the Circulation Clerk and Martha Flanders will be starting as the part-time Circulation Clerk. This will be the first time in quite awhile that the library has been fully staffed.
- Beth will be attending a class in Basic Cataloging Techniques.
- SEMLS will be holding a workshop entitled "Trustee Toolkit, on Wednesday October 24 at the Oak Bluffs Library from 1-4 pm.
- Saturday, October 27, there will be a joint conference of Mass Library Trustees Association and Mass. Friends of Libraries at Courtyard by Marriott in Marlborough, MA.
- Cell Phone policy – The Trustees discussed extending the cell phone use policy for one more month to get a better idea of how it was working. Dan Waters made a motion to extend the policy and Leslie Baker seconded the motion. This motion was approved by a majority vote, Linda Hearn abstained.
- Downstairs shelves – these have been moved for a better flow.
- Weeding – Linda asked a question about weeding and adding new material to the medical collection as some of the books had been there for quite some time and there have been many new advances. Beth said this was on the list to be done.
- At times during the summer because of the traffic, all 5 computers for checking out were used to handle the volume.

CORRESPONDENCE: None

POLICY DISCUSSION:

- Elaine made a motion to add Vice Chairperson to the officers listed in Article II, Section I and Leslie seconded. This motion was approved by the trustees present and a final vote will be taken at the next meeting.
- Elaine began the discussion of Article III, Section 1 by asking if it would be possible to have our meeting at an earlier time. Several times were mentioned including early morning. The trustees present at the meeting decided to try 5:30 pm as a start time for the October meeting. Elaine said she would send an e-mail to Hermine and Ginny to see if this time was agreeable to them. If this time seemed to be agreeable to everyone, the time of the monthly meeting would be changed going forward.
- Dan Waters brought up the possibility of expanding the board to 9. He had several reasons for this: a quorum would then be five of the nine making it easier to have a quorum present. He also felt that with more board members we could have a standing development committee and a standing budget committee. There were several opinions on this and no decision was made. He also said that the board did not seem to have a formal Nominating Committee of any kind for the yearly election of officers. Linda said in previous years a nominating committee was in place, but this year due to various circumstances, it seemed to be more informal than usual.

- Regarding Article V, Section 4, Dan Waters made this motion “A Nominating Committee shall be appointed by the Chairperson to recommend candidates for the yearly election of officers”. The motion was seconded by Linda Hearn and unanimously approved by the Trustees present at the meeting.
- Elaine asked all board members to review Article II, Section 3 of the Board Organization document to see if there should be any additions or deletions.
- Trustees were asked by Elaine to review the remaining bylaws before next month and make any suggestions of additions or deletions at that time.

Dan made a motion to adjourn and Linda seconded. The Trustees voted unanimously to adjourn at 9:10 pm.

The next Trustees meeting is scheduled for October 11 at 5:30 p.m.

Respectfully Submitted,

Linda M. Hearn, Secretary