

WEST TISBURY LIBRARY BOARD OF TRUSTEES MEETING
November 8, 2007

Attending: Trustees: Linda Hearn, Hermine Hull, Virginia Jones, Dan Waters
Library Staff: Nelia Decker, Beth Kramer, Colleen Morris
Public: None

Hermine opened the meeting at 7:30 pm. She discussed ways to tighten up the meeting. Sending the minutes by e-mail ahead of time, so they can be read before the meeting, would certainly speed things up. Ginny suggested 5 minutes per subject. The proposed time of the meeting was discussed; did the Trustees want it at 5:30 or 7:30 pm or some other time? Ginny, Linda and Hermine preferred the 7:30 time while most of the Trustees did not have an opinion either way. It was decided to have next month's meeting at 7:30 and not make a final decision until a full board was present. The Town Christmas party is December 13, the night of our scheduled December meeting. The Trustees agreed to meet December 6 at 7:30 pm.

December calendar as of this meeting is as follows:

December 1	Staff Appreciation Party at 6:00 pm at Linda Hearn's, 50 Carls Way.
December 4	Cheryl Bryan at WT library for Trustees Orientation 9:15 am – 12:00 noon
December 6	Trustees meeting 7:30 pm
December 10	5:30 pm meet with Personnel Board
December 11	Library Christmas Party
December 13	Town Christmas Party

MINUTES: The minutes of the October 2007 meeting were accepted unanimously by the trustees present with several minor corrections and spelling errors.

COMMITTEE REPORTS:

- Secretary's Report: Linda Hearn reported that the library needed to set up a CORI policy. This would be discussed further after Beth takes the CORI class that the state gives periodically.

LIBRARIAN'S REPORT:

- Cell Phone Policy: Beth passed out the proposed cell phone policy for the library. Ginny had several suggestions and Elaine sent an e-mail with suggestions. Several small changes were made. Beth will update policy. The Trustees present voted unanimously to accept the updated policy.
- Cheryl Bryan will be at the library Tuesday, December 4 from 9:15 am – 12:00 noon for a Trustees orientation. In the afternoon she will spend time with Beth discussing budgets.
- Ann Larsen from the MBLC met with Beth this week to discuss space and interior setups at the library.
 - Concerned about the stairwell to the children's room
 - Concerned there is no staff in the main room of the basement.
 - Some of the old bookshelves downstairs are dangerous

- Beth has had Linda Hughes look at the space downstairs to try to reconfigure to fit a desk and to reorient the shelves for better line of sight by the librarians.
- Beth said the acid neutralizer had been installed.
- She also met with Bob Lane at the West Tisbury School to discuss maintenance policy.
- She is receiving painting estimates.
- BTU is installing the heater Monday.
- Beth called Jen to get Richard Olson do some maintenance work on driveway.

OLD BUSINESS:

- Enlarging the Board to Nine Members:
 - Dan explained his reasons for wanting to enlarge the board: easier to get a quorum; accomplish more work, especially during fund raising and the expansion plan. He also thought it would broaden community representation, since library expansion will change the historic center of town. It would require a bylaw change at the next town meeting with one new member elected each year for three years.
 - Linda felt 9 trustees would be too many as it was still a small town and a small library. She also said that the Friends were supposed to be the major fund raising arm of the library and although trustees should help, it was not their primary job. Also she felt it was not the library trustee's responsibility to plan the town's historic center. Other town boards and businesses should be involved in the process and also town citizens.
 - Ginny said she somewhat agreed with Linda and definitely felt the Planning Board should be involved and other organizations such as the Congregational Church, Senior Center and Preservation Trust should be involved in any decisions regarding the center of the town. These organizations all have their own Boards.
- Beth went to the last Personnel Committee meeting. Their preliminary figures show that the COLA increase for the next fiscal year will be 2.4% increase. She asked the committee for a step increase for Paula which they granted, but subsequently decided to revisit at their next meeting as Paula had been moved up one Grade in July. Beth and the Trustees Personnel Committee will meet with the Personnel Board on December 10 at 5:30 pm to discuss library job descriptions. Other trustees were encouraged to attend as well. We feel several of the grades should be raised. If grades are raised it will increase the library budget.
 - Updated job descriptions will be voted on by Trustees at the December meeting after everyone has had a chance to read them.
- Policy Sub-Committee: Dan felt that the Policy Sub Committee should be separate from the By-law Committee as they served two different purposes. He felt the librarians should have a say in the policy discussion and felt the Policy Committee should include Beth and Nelia. The By-law Committee would remain Dan and Elaine.

Next month's meeting will be December 6 at 7:30 pm due to the Town Christmas Party on December 13 the date of our normally scheduled meeting.

Meeting was adjourned at 8:57 pm
Respectfully Submitted,

Linda M. Hearn, Secretary