INGALLS MEMORIAL LIBRARY
TRUSTEE MEETING
Minutes
Tuesday, March 28, 2017 at 4:30 PM

Trustees Present: Karla MacLeod, Flo Marsh, Dick Isakson, Roberta Gordenstein
Trustees Absent: Gillian L’Eplattenier
Trustee Alternate: Lisa Wiley
Guests: Bob Carney, Linda Dodge, Jan Goodrich
Director: Donna Straitiff

Acceptance of Donations: Dick moved to accept report, Flo seconded, all approved.

Ingalls 1894 Association- Jan announced that a brass plate of the historical designation is ready to be placed. Roberta motioned to approve a granite post, pending placement advice from Mike Cloutier, Dick seconded. All approved.

REPORTS:
Secretary’s Report—Lisa Wiley- Roberta motioned to accept as edited, Flo seconded, all approved.
   Town Bookkeeper’s Report - Roberta motioned to approve pending audit, Dick seconded, all approved.
   Treasurer’s Report—Flo Marsh- Dick motioned to accept pending audit, Roberta seconded, all approved.
   Director’s Report—Donna Straitiff- Roberta motioned to approve as edited, Dick seconded, all approved.

OLD BUSINESS:

1. Policy Review--For review:
   a. Vacation Policy- Dick moved to adopt vacation policy as edited. Flo seconded, all approved.
   b. Sick Pay- Flo moved to adopt sick policy as edited. Dick seconded, all approved.
   c. Holiday pay – Dick moved to adopt holiday policy as edited. Flo seconded, all approved.
   d. Emergency Closing policy- Dick moved to adopt holiday policy as edited. Roberta seconded, all approved.
2. 3D Printer Training April 13th – Trustee Demonstration to follow at 1pm.

NEW BUSINESS:

1. Books for Babies program- Georgi requested more funds for the board book program to be allocated from the special programs budget.
2. Author program – Dr. Patricia Martin on April 27th at Meeting House, 6pm.
3. IT Support- Donna will begin looking into support options.
4. Earth Day Roadside Cleanup- Library staff will organize a group to pick up trash along School St. in the area sponsored by Friend’s Group.
5. Recommended Board of Trustees Alternates- three spots available:
   Bob Carney
   Lisa Wiley
   Linda Dodge
6. Trustees election of officers:
   Karla MacLeod- Board Chair
   Gillian L’Eplattenier- Vice Chair
   Flo Marsh- Treasurer
   Roberta Gordenstein- Secretary

Dick motioned to accept slate, Flo seconded, all approved.

Next Meeting Date—Tuesday, April 25, 2017 at 4:30 pm

Submitted By Recording Secretary lbw

Secretary: Roberta Gordenstein