

# Board of Directors Meeting Minutes

Date: Tuesday, May 24, 2016

Location: Upstairs RFPL meeting room

Trustees in attendance: Celina Houlne, L. Ray Massucco, John Bohannon, Carol Blackwood, Heidi Lauricella, Martha Rowley, Ellen Taetzsch, and Leslie Lassetter arrived at 6:30 pm

Absent Trustees: Doreen Aldrich

Guest: None

1. Call to Order – 6:15 pm
2. Additions to the agenda - none
3. Public Comment – none
4. Approval of Minutes – Ray moves and Carol seconds; Motion carries unanimously with the changes of:
  - Friendly amendment: Add Ellen Taetzsch to Trustees in attendance, she was present at the meeting
5. Director's Report (submitted in writing) – Celine reviewed highlights
  - A. Celine asked for blessing on a half day staff session in early June for the staff input on long-term planning – impacts the Library hours ... closed for half a day: sense of the board – Concurs
6. Upcoming Board meeting schedule:
  - A. May 31 Lower Theater from 6 to 7 pm; 6 of 8 Trustees think they can attend.
  - B. Summer RFPL Trustees schedule – Regular July 26 meeting, no August meeting
7. End of Year Financials (FY 16)
  - a. Celine reviewed the FY 16 Budget and financial actions that the board has to take...annual budget from taxpayers – voted in by Town meeting, lasts us through March or so, and remainder of the year is covered by Library operations
  - b. Changes in budget
- 1) Martha moved, Leslie Seconds To authorize additional expenditures for the lines: Director's salary, health insurance incentive, legal, office supplies, printing supplies, and repairs/maintenance, motion carries unanimously

- 2) Motion by Martha that a Reserve Fund for Roof Repairs be set up in the amount of \$21,435.00, and that the Treasurer withdraw funds from the River Valley Credit Union in that amount, to be transferred by the Library staff to the Town to pay for the completed work, John seconds, some discussion, motion carries unanimously
- 3) Martha moves that the Treasurer withdraws funds from the River Valley Credit Union in the amount of \$14,163.07, to be transferred by the Library staff to the Town to pay for FY16 expenditures, John seconds, motion carries unanimously.

8. Personnel Committee Report – John reviewed the PC recommendations; John moves that we include a Semi-annual Performance Review by the Personnel Committee with input by the board, in or around the May/June timeframe each year; Carol seconds, motion carries unanimously

9. Committee Mission Statements – John asked everyone to summarize what is their committee's role/job and what is their authority/responsibility.

#### 10. Litigation

- Ray moved to find that premature general public knowledge of the attorney's advice concerning a pending legal action involving the RFPL board will clearly place the board at a substantial disadvantage by disclosing its legal strategy; John seconds, there was no discussion, motion carries unanimously
- Ray moved that the board enter into executive session to discuss a Civil Action where premature public knowledge would clearly place the RFPL at a substantial disadvantage and that the Director be invited to attend; John Seconds, there was no discussion, motion carries unanimously

Board entered Executive Session at 7:08 pm

Board came out of executive session at 7:17 pm

11. Other Business – Chip requested a majority of RFPL trustees attended the RSB on the 7<sup>th</sup> of June from 7:00 pm onward

12. Review and approve warrants - done

13. Review action items and proposed agenda items for Next meeting – reviewed action items from the meeting

14. Set Date for the Next Meeting: June 28 at 6:15 pm

15. Meeting adjourned at 7:25pm

Respectfully submitted

Gary Fox

Secretary