

FAIRMOUNT COMMUNITY LIBRARY BOARD MEETING

Minutes November 28, 2018

Call to order

- A meeting of the Fairmount Community Library Board of Trustees was held at the Fairmount Community Library on November 28, 2018. Attendees included Alison Chamberlain (Board member), Dick Mahan (Board member), Gary Ferner (Board member), Mike Ranieri (Board member), Jen Grant (President), John Rittell (Director), Claire Costello (Patron). Members not in attendance included Pete O'Mara (Board member), Jeff Boyea (Vice President) and Patty Cherry (treasurer). The meeting was called to order at 6:39PM.

Public Expression

- Discussion regarding difficulty navigating through the current website
- Discussion regarding new bulletin board in the library

Reports

Director's Report

- John presented the November Director's report. Director's report will be posted on the library website
- Results of the survey regarding the new hours
- Discussion regarding a proposed survey to be prepared and analyzed through Maxwell School of Citizenship.
 - John provided sample questionnaire.
 - Comments regarding the questionnaire resulted in an agreement that it will be edited prior to completion
- Discussion of staff holiday party
 - John wants to have a holiday party at Twin Trees Too, and wants to give each employee a gift card
 - Board concerns over whether holiday party or gift cards can come out of the budget
 - Board does not approve of these items coming out of the budget
 - John will discuss with directors at other libraries how they handle the holiday party issue and see if there is a bright line rule that can be pointed out.
- Sexual Harassment Policy
 - Proposed policy provided by John
 - Continued discussion regarding Gary's colleague providing the training.
- Director Training Court
 - John to attend 12/4
 - John requests to attend course on Microsoft Excel
 - Claire suggests John use a LINDA course
- Library closing policy
 - If a closure is necessary due to inclement weather, it will be posted on 3 news stations and social media

- John has commenced work on 2019 budget

Treasurer's Report

- Tabled until December meeting, due to absence of Treasurer.

Follow up

Personnel committee

- Dick has joined the committee
- Handbook and grievance policy are on the agenda
- Boosting team building and staff development are also on the agenda

Strategic Plan

- No updates

Audit

- Jeff is looking into people to perform the audit

By-laws

- Jen will send out the finalized copy for the vote

Website

- Frank Smith if Syracuse Design has been contacted. Additional meetings are necessary.
- John will contact the other directors for the libraries that have used Frank to design their websites.

Board Members

- Pete is planning to return in January
- Inappropriate for John to suggest new board members
- Any proposed new board members to be discussed with the board prior to invitation to join is extended

Action Items

none

Board Approval(s)

- **none**

Adjournment

Meeting Adjourned at 7:35 PM for executive session

Executive Session

- Discussion of Personnel issues