

**Voluntown Public Library Board of Trustees Meeting  
Special Meeting held on July 10, 2014, 6:30 PM**

**Special Meeting**

A Special Meeting of the Voluntown Public Library Board of Trustees was held on Thursday, July 10, 2014 at the Voluntown Public Library. Chairperson Erika Jones called the meeting to order at 6:41PM.

**Trustees Present**

Erika Jones, Tracey Hanson, Gloria Matthews, and Rachel Ricard. Martha Wittwer and Sandra Pellinen were absent, with previous notice.

**Library Staff Present** None

**Town Officials** None

**Citizens Present** Tracey Hutchins

**Approval of Agenda** A motion was made (Hanson, Ricard ) to accept Agenda as is.

**Approval of Minutes**

A motion was made (Ricard, Matthews ) to approve the minutes of the Regular Meeting held June 12, 2014 with a change made 'aquarium' changed to 'Seaport' in Librarians Report meeting recordings.

**Citizen Comments** None

**Correspondence** None

**Reports**

**Treasurer's Report**

Was emailed to everyone by M. Wittwer for discussion.

**Librarian's Report**

Was submitted by C. Rubin, presented by E. Jones. Sharon will fill out the application for the Jewitt City Savings Bank Grant.

**Committee Reports**

**Library Technology** None

**Marketing Library Programs and Services** None

**Grant Identifications** None

**Focus Groups/ Surveys** None

**By Laws Committee** met on June 26, 2014, and discussed under Old Business

**Policy Committee** Met on June 26, no updates presented.

**Old Business**

**Grant**

Town received \$33,000 grant to go towards the building fund. The request for the historical dig on the property has been revoked.

**By Laws**

Changes were discussed, and By Laws will meet again to discuss new updates, and By Laws will be re-submitted for approval.

**Volunteer  
Recognition**

E. Jones suggested trustees think about set date, type of acknowledgement, price amount. Will be added to next agenda.

**Web Site  
Contract**

A contract will be written up by T. Hanson and submitted to Athena for work on the website

**Printer**

Printer going to the transfer station- not fixable. Looking for place to donate the ink.

**New Business**

**Payroll (Contractor vs.  
Employee)**

Auditor said that employees should not be hired as contractors (especially if they don't own their own business), and they will be paid by the town via payroll. Will gather more information on how to classify substitute workers.

**Late Patron  
Policy**

Library staff will be reminded to follow Library Policy and revoke patron privileges if policies are broken. Current policies will be updated with the Policy Committee.

**Onset of  
New Fiscal Year**

E. Jones reminded Board that the new year has started, keep things in mind now for next years budget.

**Technology  
Committee**

E. Jones suggested that there be a Technology Committee that would be set up to oversee, library technology. T. Hanson suggested that that should be understood or listed as a part of the Library Director's job, as that is what Librarian's have degrees in nowadays. R. Ricard suggested that instead, the librarian submit a technology plan that would incorporate expected costs for future budgets.

**Suggestions for Next Agenda**

- Genealogy/ Voluntown History section in library
- Substitute pay classification
- Volunteer Recognition
- Website progress

**Adjournment**

A motion was made to adjourn (THanson, R. Ricard) at 8:48. Voted unanimously.

No meeting in August. Next meeting September 11, 2014.

\*\*\*\*Special Meeting because we had the wrong date of July 9th submitted to the Town Clerk

Respectfully Submitted,

Tracey Hanson, Secretary