

**Voluntown Public Library Board of Trustees Meeting
Regular Meeting held on May 8, 2014**

Regular Meeting

A Regular Meeting of the Voluntown Public Library Board of Trustees was held on Thursday, May 8, 2014 at the Voluntown Public Library. Chairperson Erika Jones called the meeting to order at 6:34PM.

Trustees Present

Erika Jones, Martha Wittwer, Tracey Hanson, Gloria Matthews, Sandra Pellinen, and Rachel Ricard

Library Staff Present Cathy Rubin, Library Director

Town Officials None

Citizens Present None

Approval of Minutes

A motion was made (S.Pellinen, R. Ricard) to accept the minutes of the Regular Meeting on April 10 th as presented. Voted Unanimously. A motion (S. Pellinen, R. Ricard) made to accept the Executive Meeting minutes from April 10th. Voted unanimously.

Additions to Agenda

A motion was made (T.Hanson, G.Matthews) to accept the agenda as is, with no additions. Unanimously voted.

Citizen Comments None

Correspondence

Welcome letter from the Association of Connecticut Library Boards, with a copy of the Connecticut Public Library. Members contact information was re-sent to them.

Reports

Treasurer's Report Was presented by M. Wittwer

Librarian's Report Was presented by C. Rubin

Committee Reports
Library Technology None
Marketing Library Programs and Services None
Grant Identifications None

**Focus Groups/ Surveys None
By Laws Committee**

A draft copy of the ByLaws was presented for review. Will be on next meetings agenda for discussion and voting on passage.

Old Business

Library Job title
descriptions & pay

C. Rubin will put together a job description for the qualifications & duties of Senior Desk Clerk. Page starts at \$8.78, Substitute pay minimum wage \$8.70 until January 1st \$9.15. Motion made (T.Hanson, R.Ricard) to start the pay of Senior Desk Clerk at \$13.00. Votes in favor 4 (T.Hanson, R.Ricard, G.Matthews, E.Jones), opposed 1 (S.Pellenin). Motion approved. T. Hanson will send a notice of promotion to the new Senior Desk Clerks, as well as let Roxanne know at the town hall of the pay changes, which will start on July 1, 2014.

Personnel Evaluation Form

Motion made (T.Hanson, S. Pellinen) that the Personnel Evaluation Form that Library Director C. Rubin created be added to the Library Policy Manual. Voted unanimously.

Document Storage

C.Rubin cleaned out some cabinets for the Board of Trustees to use and they are in the basement. There will be a lock on them and every member will have a key.

Grant Information

A letter from the US Department of Agriculture about about Native American archeological site. First Selectman Bob Sirpenski sent back a letter explaining that a study was already done and nothing was found. Dept. of US Agriculture Grant still on hold.

Library Director's Vacation

Library Director C. Rubin presented an agreement signed by library staff stating they are consenting to train and work with substitute employees during her vacation during the summer 2014. C.Rubin also presented a list of the Assistant

Librarian directors duties in her absence.

Auditor Update Still no contact from the town auditor, despite E. Jones leaving him messages.

New Business

Metropolitan Life

The town's contribution to employees who signed up and qualified receive a once a year contribution that came out of the libraries budget this year, but never did before. Will have to be accounted for next year.

Video Borrowing Contract
and User information

A Video Borrowing Contract and User Information form was passed out by the Library Director and will be added to the Voluntown Public Library Policy Book. It pertains to the new video equipment that was purchased with grant money and is on loan to library patrons.

Website

Discussion was had on having a website specifically for the Voluntown Public Library. Discussion was also had on what to include on the town website.

Foundation vs going 501c3

T. Hanson described the difference between the library becoming a 501c3 and forming a separate Foundation with a 501c3 to be in control of large donations and grants funds.

Town budget meeting Annual Town Budget meeting May 21st at 7pm. E. Jones encouraged Board of Trustee members to attend.

Suggestions for Next Agenda

Calender of Yearly events

By laws

Job descriptions Senior Desk Clerk

Adjournment

A motion was made to adjourn (T.Hanson, R.Ricard) at 8:30. Voted unanimously.

Respectfully Submitted, Tracey Hanson, Secretary