

**Voluntown Public Library Board of Trustees  
Special Meeting, December 11, 2014  
Voluntown Public Library, 7:30 PM**

**Special Meeting**

A Special Meeting of the Voluntown Public Library Board of Trustees was called to order on Thursday, December 11, 2014 at the Voluntown Public Library with Erika Jones as the Chair. The meeting was called to order at 7:33 PM.

**Trustees Present**

Sandra Pellinen, Martha Wittwer, Tracey Hanson, Gloria Matthews and Rachel Ricard were in attendance.

**Library Staff Present**

Cathy Rubin, Library Director

**Town Officials/  
Invited Guests**

None

**Citizens Present**

None

**Approval of the Agenda**

A Motion was made (M. Wittwer, S. Pellinen) to approve the agenda. Unanimously approved.

**Approval of the Minutes**

A Motion was made (S. Pellinen, M. Wittwer) to approve the minutes from the last meeting. Unanimously approved.

**Citizens Comments**

Letter was received from a patron expressing his gratitude for the help of employees. Attached.

**Reports**

**Treasurer's Report**

Was submitted by M. Wittwer. Attached.

**Librarian's Report**

Submitted by C. Rubin. Attached. Ms. Rubin submitted a letter to the board from a patron expressing his gratitude for the help of employees. Letter will be on file.

**Committee Reports**  
**Policy Committee**

Policy Committee met on December 4th. Minutes attached. General information policy and procedure forms handed out for review.

**Old Business**  
**Financial Management**

Jewett City Savings bank account information has been handed over to town for the switch. Ms. Hanson stated that due to the timing of the handover, the account has changed the date of the account switch over to Dec. 31st.

**Substitutes**

Ms. Jones asked Ms. Rubin, the Library Director, if there was a need for an additional employee since subs were still being used. She said no. Ms. Jones and Ms. Hanson reiterated that, per the town auditor, subs were only to be used sparingly, for emergency coverage and as a last resort only. Library staff is expected to cover Library operational hours.

**IT Technical Rep**

Tabled until next meeting.

**Building Maintenance**

Tabled until next meeting. Ms. Hanson mentioned that Trustees should keep large maintenance/building expenses in mind that could arise in the next 5 years.

**Library Policy**

Trustees will prepare for a vote on approval next meeting, pending further discussion.

**New Business**

No New Business was discussed.

A motion was made (T. Hanson, M. Wittwer) to move into Executive Session to perform the Library Director's performance evaluation. Voted Unanimously. C. Rubin was invited to stay, but declined.

The Board moved into Executive Session at 8:35.

The Board returned to Special Meeting at 9:01 after a motion was made (M. Wittwer, R. Ricard) to do so. Voted Unanimously.

**Suggestions for  
next Agenda:**

- Library Policies (Discussion, Vote)
- IT Technical
- Building Maint./5 year plan
- Budget

**Adjournment**

A Motion was made (M. Wittwer, S. Pellinen) to adjourn at 9:02.  
Voted Unanimously.

Respectfully Submitted,  
Tracey Hanson, Secretary