

**Babcock Library Board of Trustees  
Minutes of Regular Board Meeting of  
November 24, 2015**

In attendance: Board members Helen Chapman, Ann Lojzim, Gerald Nagy, Catherine Sampson, Suzanne Smith, Barbara Zulick, Library Director Shadd Jamison, Friends President Beth Fitzroy and three presenters from Bibliomation.

**Call to Order:**

The meeting was called to order at 2:00 pm.

**Secretary's Report:**

Suzanne moved and Catherine seconded a motion to approve the minutes of the October 27, 2015 Regular Meeting and the November 20, 2015 Special Meeting. Motion passed.

**Treasurer's Report Through October 2015:**

We are on target with our financial report, with 33% expenses for 33% of the year.

Suzanne moved and Barbara seconded a motion to approve the Treasurer's Report. Motion passed.

**Correspondence:** No correspondence.

**New Business: (This item was taken up early to accommodate our guest speakers)**

Officer Elections for 2015 - 2017:

Chairman: Gerry Nagy. Catherine moved, Barbara seconded motion

Vice Chairman: Suzanne Smith. Barbara moved, Catherine seconded motion

Secretary: Ann Lojzim. Helen moved, Catherine seconded motion

Treasurer: Catherine Sampson. Ann moved, Barbara seconded motion

A single vote was cast accepting all the nominations.

Following the Board Election, three people from Bibliomation made a presentation showcasing the advantages of their computer system to us as a small public library. They will send a firm financial proposal to Shadd by Friday next week.

**Library Director's Report:**

**Adult Programs:** Fashionably Late Friday Book Club no meeting this month, will have 2 in December; Mystery Book club 9 adults; Wednesday Stitch and Chats 6-8 knitters; Senior housing visit 4 tenants signed out items.

**Other Activities:** Thanksgiving Centerpiece Making on 11/21: 8 people (max); Weekly Folk Dance lessons: 11/18 8 total; Andy and Judy Folk Concert: 11/13 25 people; Teaching Technologies Wed. nights: 1-2 persons per session

**Children's Activities:** Tot Time: 10/27 8 children, 7 adults; 11/10 8 children, 7 adults; 11/17 10 children, 7 adult; Halloween Party at Ashford School 10/30 250 approximate.

**Young Adult Activities:** none listed

**Staffing:** Staff meeting on 11/16. Final planning for Thanksgiving and Christmas season along with discussion about new library cards and Food for Fines. Staff was encouraged to attend future workshops and roundtables along with creating their own programs/ideas. Staff has been

doing a great job cross training and performing normal duties. Planning for Terry Decker's retirement. Maggie and Gene will attend the ILL Roundtable on 12/2 in Mansfield.

**Social Media:** The Babcock Library has 112 likes on Facebook in just over 5 months.

**Website Update:** The revamped website is running smoothly. Courtney and David are working on the new site. It will be viewed by board members before going up.

**Program Planning:** Event planning checklists were provided for the holiday concert, Gingerbread House making, Winter Crafts Buffet, and Winter Bingo Prize Bonanza.

### **Old Business: Library Staffing**

Catherine moved and Barbara seconded a motion to make two part-time positions from the full time position Terry is vacating. Motion passed. Terry will be reimbursed for unused sick and vacation days. Shadd will ask the payroll company to compute what she is due. The Board agreed to hold another Special Meeting at 2:00pm on Tuesday December 1 to discuss how the jobs can be configured. Shadd will talk with the staff following this meeting to see who may be interested in applying.

A good-bye reception will be held for Terry Decker in the reading room of the library at 2:00 on December 2. Barbara will contact Anna Harding to make cookies, and Barbara and Helen will purchase punch ingredients.

### **Persons to be heard:**

None

### **Update from Friends:**

The Friends allocated \$100 for a gift for Terry for her many years of service.

### **Next Regular Meeting:**

We will meet on December 22 when we can anticipate working on a draft budget to be handed in to the Board of Selectmen in the first week of January, 2016

**Adjournment:** Barbara moved and Suzanne seconded adjournment at 4:30pm. Motion passed.

Respectfully submitted,

Helen Chapman, Board Secretary