

**Babcock Library Board of Trustees
Minutes of Regular Board Meeting of
January 26, 2016**

In Attendance: Board Members Ann Lojzim, Gerald Nagy, Catherine Sampson, Suzanne Smith, Barbara Zulick, Library Director Shadd Jamison and Friends President Beth Fitzroy.

Call to Order:

The meeting was called to order at 2:00 p.m.

Secretary's Report:

Barbara moved and Suzanne seconded a motion to approve the minutes of December 22, 2015 as amended to include Long Term plans under items to discuss at the January meeting. Motion approved.

Treasurer's Report:

The treasurer's report is in order and Suzanne made the motion to accept and Catherine seconded. Motion approved. Gerry noted that funds were moved from the reserve account to the checking account to cover December expenses. When the town stipend payment was received in January the funds were returned to the reserve account.

Correspondence:

A thank-you note from Terry Decker was read.

Library Director's Report:

Tot Time 1/5 20 total people

Here and There Book Club 1/8 5, Mystery Book Club 1/19 6, Young Adult Book Discussion 1/20 10, Breakfast and Books Pre-Teen Discussion 1/23 3

Folk Dancing Lessons 4-8 weekly

Teaching Technologies: Monday session has been added. 1-2 people per session

Senior Housing Visit – 4 people checked out items

Meineke Winter Car Care Program – 6 people attended

Winter Craft – Coloring and Carigami – 7 people

Upcoming activities include Facebook 101, a Ragtime Five Band, Secret Valentine Book Event and Irish Dancing

Social Media: The website is running smoothly and our facebook page has had 136 likes in 7 months.

Staffing: Children's Library Assistant II Tracie Scott resigned on 1/6. This opening has been posted with a 1/28 deadline. 3 people have applied. Interviews will start early in February.

Margaret Kurnyk was promoted to the LAII/Assistant Director position. Rajasharee Kamat and Stephanie Rose Csaszar were hired as Library Assistant I's on 1/4.

Gerry asked that staff be briefed on our “Acceptance of Charitable Gifts” policy and that they alert Shadd when gifts are received so that he can mention it in his Ashford Citizen column.

Gerry also asked that we shift our DVD purchasing strategy away from juvenile action movies to PBS classics that appeal to our older patrons.

Employee Dress Code: The Employee Dress Code Policy was reviewed. Catherine made the motion to accept without revision and Barbara seconded. Motion passed.

Long -Term Goals: Shadd would like to add four hours to the Library’s schedule—two on Mondays and two on Tuesdays. Catherine asked him to work up a cost estimate.

Old Business:

None

New Business:

Our new library card carries 7 digits instead of the usual 14 carried by other libraries. We will have to ask Bibliomation if their system needs 14 digits.

Patron Card Policy: Shadd presented five new statements to be added to the Policy:

- Library cards or Photo I.D. must be present to checkout any library materials.
- Initial library cards are free of charge. Replacement cards will be reissued for \$1.00.
- Patrons must be present when their card is in use to check out library materials. No other person will be allowed to use that card when patron is not present.
- Children under the age of 12 must have parent or guardian present when they are issued a library card.

Patrons are responsible for all library materials checked out on their card. Catherine moved to add the five statements to the Policy and Barbara seconded. Motion passed.

Persons to be Heard: None

Update from Friends:

The Friends are planning another Wine Tasting event in September. They voted to buy a cricut device (an arts and crafts machine costing \$2,500), \$2,000 for books, and \$500 for DVD’s.

Next Meeting on February 23, 2016:

Items to be discussed are long-range planning follow-up and ductless heat and cooling pumps.

Adjournment:

Barbara moved and Suzanne seconded that we adjourn at 3:20.

Respectfully submitted,

Ann Lojzim, Board Secretary