

**Babcock Library Board of Trustees**  
**Minutes of Regular Meeting at the Babcock Library**  
**August 23, 2016**

**In Attendance:** Board Members Helen Chapman, Ann Lojzim, Gerry Nagy, Suzanne Smith, Barbara Zulick and Interim Director Terry Decker. Absent: Catherine Sampson and Friends Liaison Beth Fitzroy.

**Call to Order:** The meeting was called to order at 2:06 p.m.

**Secretary's Report:** Barbara moved and Helen seconded to accept the Minutes of the July 26 Regular Meeting and the August 2 Special Meeting. The motion passed.

**Treasurer's Report:** Suzanne moved and Helen seconded to accept the Treasurer's updated report for FY16. The motion passed. Suzanne moved and Barbara seconded to accept the July 2016 Monthly Report. The motion passed. Gerry said our next task is to approve a budget for FY17 at our September meeting. By then we will have a clear idea of our personnel costs.

**Correspondence:** Terry read a letter from Joanne Sibicky thanking the Babcock and especially Terry for the service she and the library provide for the community. Another patron, Mark Sullivan, came into the library to thank Terry for her service.

**Interim Director's Report:**

**Overall Assessment:** As requested by the Board, Terry outlined several areas that need to be taken care of such as staff training and scheduling, library cleanliness, painting of window sills and door trim, and replacement of the air conditioner panels.

**Monthly Activities/Programs:**

Book Clubs: 5 for 8/5 Here and There Club, 8 for 8/20 pre-teen Breakfast and Books

Tot-Time: 3 on 8/9. Monday Tot Time has been cancelled.

Harry Potter Party: 70 on 8/2

Ice Cream Social: 50 on 8/12

Summer Reading Program for children: 54 participants during the seventh week. Discussion was made regarding donations for the 8 week prize. Monies collected for that purpose have been deposited in the checking account.

Summer Reading Program for adults/teens: 79 books read

Senior Housing Visit: 17 on 8/15, 0 books checked out

Home Delivery: 1 on 8/16 (the first home delivery in many months)

Folk Dancing: 4 on Wednesday evenings

Gerry reminded staff that a planning form is needed for each program.

**Upcoming Activities:** Breakfast and Books 9/17; Secret Agent Training Camp 9/23, Senior Housing Visit 9/2, Here and There Club 9/2, Victorian Courtship Tea 9/16, Family Day 9/18, Mystery Book Club 9/20, Lance and Laser Book Club 9/28, Knitters on Wednesdays.

**Website:** The website needs addressing as it is not accessible at present. A strong tech person is needed to produce a good website. It is recommended that the next LAll have strong background in technology. That position would also include responsibility for publicity and the newsletter.

**Staffing:** Terry feels that after the LAll position is filled, the responsibilities and hours for all positions should be evaluated. Gerry will accompany Terry in interviewing for the LAll position. Two current staff members have already expressed interest.

**Bibliomation:** Training will be on Thursday and Friday, 9/8-9/9. Gene will be in charge of cataloguing. The use of Overdrive will be reconsidered.

**Old Business:** The Board agreed that Strategic Planning is put on hold until after a new director is hired.

**New Business:** Helen moved and Suzanne seconded that Terry be retained as Interim Director on a contractual basis at \$25 per hour for a 30 hour work week (with flexibility of hours as necessary) through October, renewable upon mutual agreement. The motion passed.

Barbara moved and Suzanne seconded to approve the advertisement for Library Director submitted by a Board sub-committee with a response deadline of September 14, 2016. The motion carried. Terry was instructed to place the ad with CLC and Simmons College.

**Persons to be Heard:** None.

**Update from the Friends:** None.

**Items for Next Meeting on Sept. 27:** Candidate interviews, FY17 budget

Barbara moved and Suzanne seconded adjournment at 4:40 p.m. The motion passed.

Respectfully submitted,

Ann Lojzim, Recording Secretary