

**Regular Meeting of
Babcock Library Board of Trustees
At the Babcock Library
25 Pompey Hollow Road, Ashford, CT
2:00 p.m. on Tuesday, October 25, 2016**

In Attendance: Trustees: Helen Chapman, Gerry Nagy, Ann Lojzim, Catharine Sampson, Suzanne Smith, Barbara Zulick, Friends Liaison Beth Fitzroy, and Interim Director Terry Decker.

Call to Order: The meeting was called to order at 2:00.

Secretary's Report: Catherine made a motion to accept and Barbara seconded the September 27, 2016 regular minutes as amended and the Special Meeting minutes of October 3, 7 and 13. The motion carried.

Treasurer's Report: Helen moved and Suzanne seconded to accept the treasurer's report through October 25, 2016. The motion carried.

Correspondence: There was no correspondence directed to the Board. Terry read a letter from author Christine Whitehead who would like to present a program for our library.

Interim Director's Report:

Monthly Activities/Programs:

Book Clubs: 3 for 10/12 Here & There Book Club, 7 for 10/18 Mystery Book Club, 10 for Breakfast and Books (pre-teen) on 10/15.

Tot-Time: 14 on 10/4, 7 on 10/11, 10 on 10/18 and 17 on 10/25 (9 children and 8 adults)

Messy Art: 32 (21 children, 11 adults)

Senior Housing Visit on 10/7: 13 seniors outreached to, 3 items checked out

Home Delivery: 1 on 10/8

Regional Farm and Energy Savings Expo: 22 on 10/20

Stitch and Chat: 5 on 9/28, 3 on 10/5, 5 on 10/12 and 5 on 10/19

Upcoming Activities:

Breakfast and Books (pre-teen) 11/19, Here & There 11/4, Mystery Book Club 11/22, Reluctant Dragon puppet show 11/18, Lance and Laser Book Club 11/30, Stitch and Chat every Wednesday, Tot-Time every Tuesday, Community Orchestra Concert 12/9.

Website Update: The website continues to be partially accessible.

Staffing Update: Staff scheduling continues to work. One of the page's hours were changed and this needs to be addressed. There is a need for the staff responsible for book discussions and programs to plan a few months in advance. A staff meeting will be held on November 2.

Bibliomation Update: Staff training on statistics is scheduled for November 3. We are in compliance with Bibliomation standards with both patron and book barcodes.

Director's Notes: Statistics from 9-26-10-22 – 646 patron walk-ins, 120 computer use. A staff meeting was held 10/5, attended Friends Meeting on 10/18, referred a high school student looking to fulfill community service to assist at the Friends' Book Sale.

Suggestions for future improvements: the Circulation Services Policy still needs to be revised, especially interlibrary loans, staff hours for vacation and sick time needs to be updated with our payroll company, and the Special Collections room needs to be evaluated and reorganized.

Old Business: The LAll position will be placed on hold until the new director is in place. The employment agreement for Library Director was revised. Suzanne made the motion to approve the revised employment agreement for Library Director and Helen Seconded. The motion carried.

New Business: Barbara moved and Suzanne seconded the Board of Trustees 2017 Regular Meeting Schedule. The motion carried.

Persons to be Heard: none

Update from the Friends: The Book Sale generated approximately \$1,470. The Friends also purchased a Mark Twain House Library Pass.

Items for Next Meeting on November 22, 2016: no items suggested

Adjournment: A motion was made by Barbara and seconded by Catharine to adjourn at 3:40. The motion carried.

Respectfully submitted,

Ann Lojzim, Recording Secretary