

## Kimball Library Trustee Meeting Minutes for July 23, 2014

The meeting was called to order at 5:25 PM. Attending: Susan Westbrook, Kelly Green, Betty Phillips, trustees. Amy Grasmick, director. The minutes for the June meeting were accepted as written.

### **Director's report, old business, and related action.**

The masonry project left the Trustees very unhappy. Amy identified several significant problems with the work done and drafted a letter to the mason requesting a response and explanation.

There are several projects that Amy plans to discuss with the Town Manager: tree removal, the drainage problem, and the sidewalk.

Consistent with the town's pay increase plan for the year, library staff received a \$0.50/hour pay increase and the library director received a \$2.00/hour pay increase. This pay increase is very nice, but according to Vermont League of Cities and Town statistics it does not put our director at even the bottom of the range of library salaries in Vermont. The Trustees will review other sources of information with respect to librarian salaries and discuss this issue again at the next meeting.

Betty Phillips moved that the Trustees agree to give the custodial contractor a \$0.50/hour raise also. Kelly Green seconded the motion. The motion passed unanimously.

Lots of programming is happening! Summer programs for children are in full swing and this fall will have lots going on for adults.

Amy gave us an overview of the open meeting law changes. We are grateful for Cindy Spaulding's assistance with posting agendas and minutes for us in designated places and online.

Amy reminded us that our book sale tent busted in the July storm and a lively discussion ensued about replacing the broken parts. Library volunteer Forrest MacGregor researched replacement parts and Amy will put together an estimate to fix the tent for the Trustees to review.

The Trustees unanimously approved an addition to the personnel policy that states: "Library employees may take vacation time in half hour segments, but must take a minimum of one hour at a time."

**New business.** The Trustees reviewed and updated the master calendar, agreed to discuss a reserve fund when we discuss the budget in September, and Betty presented an estimate on restoring the Kimball portrait. Amy will get another estimate from a restorer recommended by a patron.

**Treasurer's Report.** Jason reported that we raised \$2,510.00 in the book sale and provided us with his monthly written report. The next meeting is Tuesday, August 12, 2014 at 5:30 PM.

At 6:53 PM, the trustees voted unanimously to go into an executive session to discuss the director's annual evaluation.

At 7:09