

# **Fletcher Memorial Library**

## **Special Board Meeting    June 5, 2014**

DRAFT until approved at July Special Board Meeting

Present: Chair, Margaret Haraghey, Regina DeCesare, Sonja Larsen, Melanie Johnston, Lee Astin, , Anne Christie, Sue Hochstetter  
Public: Kathi Newcombe

The meeting was called to order at 3:02 pm.

A motion was made to accept the May 1 minutes, and was approved.

A motion was made to accept the May 19 minutes as amended, and was approved.

Amendments made are to line item 2 and read as follows:

Margaret read the agenda.

Prior to the meeting, Linda sent the board and email requesting the meeting be held in public session.

Margaret gave some background information regarding the last week and a half, citing that Linda called Wed. AM, May 7<sup>th</sup>, to let Anne know that she would be late. Board member Susan Hochstetter, noted that she observed no lights on in the library and no car in the parking lot at 5PM on Wednesday. Linda stated she had gone home to feed her dogs. Linda did report to work as scheduled on Thurs. the 8<sup>th</sup>. On Fri. the 9<sup>th</sup>, she called Sonja at home to say she would not be in and asked her to cover for her. On Sat., the 10<sup>th</sup>, Penny Newbury called in on Linda's behalf to state that Linda would not be in because she was in the hospital. Linda's husband John, then called Sonja and told her that Linda would never be returning to the library. He subsequently met Sonja at the library to return Linda's key. The board has not received any written communication from Linda about her absence.

### **Asst. Librarians Report:**

Judy Hohman will take trash every 2 weeks when she comes. We will set up a paper and magazine recycle box that she will take as well. Sonja stressed that we need to do "overdues". Regina and Sue will take care of that.

Linda returned her credit cards. Anne will order movies starting in Sept. Lee will order office supplies. We will discuss credit cards at next meeting.

### Treasurers Report:

Under expense, Sonja believes \$750.00 should be moved to Audio/Video category and that we should have \$2608.29 left in book budget. Mel will consult with Luciann on this.

### Old Business:

Fall Book and Bake sale date is Nov. 1  
Maintenance items will be continued next meeting.

### New Business:

Since Linda has not written a letter of resignation, if or until we do, the motion to terminate her employment stands. We agreed we can move forward to replace her.

We tabled Stan's replacement until next meeting. Margaret will call him to see if he will provide letter of resignation.

Before the beginning of the year, we need to send the Town Clerk the dates of our regular scheduled meetings for the year. Unless there is 30 days notice, it is considered a special meeting. Minutes must be sent to the Town Clerk and the Town Assistant (motions must be submitted technically within 48 hours, tho if meeting is held at close of day on Thursday, given current town hall hours, minutes need to be submitted by opening of Tues. hours) Lengthy minutes can be submitted within 7 days.

Initials should be put next to notes made in the log book at front desk.

We will update the job description at next meeting.

A motion was made to hire temporary help for \$10.00 per hour. Motion was accepted.

An advertisement will be posted to replace the library director in the Chronical, on ziprecruit, and on the town website.

Summer Reading Program will begin June 25<sup>th</sup> and run for 8 weeks on Wed. from 1-2PM. It is a cooperative effort between the library and the elementary school. We need to add a line item to the budget to cover the cost of snacks and craft supplies for this program. HES is sending flyers home with children to parents and we will post flyers in the library.

The schedule for coverage of the front desk was worked out through July 5<sup>th</sup>.

The meeting was adjourned at 5:10 pm.  
The next meeting will be on July 3, at 3:00 pm.

Respectfully submitted,

Anne Christie