Trustee Meeting Minutes

Canaan Town Library

July 16, 2012

Attending trustees Wolf, Remacle, Neily, Carter, Reitsma and Librarian Amy Thurber

Minutes of the June meeting were approved. Follow-up: A letter was sent to the Select Board, asking for approval for Valerie Fleischer to become a trustee.

Treasurer's Report: YTD figures presented. FT and PT salaries have been broken down into 2 line items.

Librarian's Report: Summer Reading is going very well. The magician program at Cardigan was great and the school is interested in future collaboration. Amy will be speaking with Mike Sampson about any budget requests by July 31. Budget hearings with the committee will be in September & October.

Volunteer Policy: The policy was approved as written by Cindy Neily, seconded by Susan Remacle. The motion passed unanimously and will be implemented immediately.

Long Range Plan: A few more changes were discussed. Final copy should be ready for final editing by the end of the month.

Budget: Presenting the Long Range Plan to the Select Board and getting on the agenda for questions was discussed. It was decided to ask to be on the agenda for a meeting in September. Amy will try to schedule the library hearing with the Budget Committee for later rather than earlier so this can happen before that. There was discussion about the hours and the book budget as per suggestions coming from the survey. Amy will solicit input from the staff on hours and the budget will be further discussed at the next meeting.

Amy's Review: It was decided that Amy will write a narrative, covering various aspects of her job and performance. The staff will fill out a checklist and using this and the narrative, the trustees will discuss whatever issues, etc. are brought up and respond to Amy with a written report.

Other business: Cindy informed us that the Friends of Canaan Main Street has money for a library sign that will be in keeping with other downtown signage.

Next meeting August 20, 7 PM

Respectfully submitted,

Denise Reitsma, secretary