

Call to order: 7:07 pm at Wadleigh Memorial Library.

Present:

Lynn Coakley, Treasurer
Shirley Wilson, alternate
Kathy Parenti
Judy Gross, Chair

Janet Hromjak
David Rysdam, Secretary
Chris Costantino, alternate
Betsy Solon, Director

Jennifer O'Brien-Traficante
Sarah Sandhage

January Minutes: Unanimously approved on motion from Lynn with second from Janet.

Treasurer's Report: Jen makes a motion with a second from Kathy resulting in unanimous acceptance of \$68 in donations.

Parking: At a recent Select Board meeting, a non-Trustee made a statement about Wadleigh having said we would not tow cars of non-patrons in our lot. The Trustees have not made such a statement and feel we should publish a correction. After some discussion, the following text was felt to reflect the mood:

An incorrect statement recently appeared in the paper about the Wadleigh Library not enforcing a towing policy. It is our policy to tow improperly parked cars in the Wadleigh lot and we reserve the right to do so. More information can be found at:
<http://www.wadleighlibrary.org/wp-content/uploads/2018/07/Parking-Lot-Policy.pdf>

Policies: Lynn updated the Weather Emergency Policy by adding information about contacting the public. In going over that and deciding which parts were truly essential, we also trimmed some existing verbiage that belongs (and is already in) the Employee Handbook. After these edits, Sarah moved we accept the policy as modified and Lynn seconded. Unanimously accepted.

For March: Sarah and Jennifer on Borrower's Cards and Circulation, Chris on 3D Printers.

Employee Handbook: Betsy tweaked some of Judy's Employee Handbook work from last month and presented her changes. Some very minor edits occurred, followed by a motion from Lynn (with a second from Jen) to have Betsy begin to operate under the Handbook starting March 1. Unanimous.

Upcoming Events:

Weekend of Feb 23/24	SMP posting RFQs for Construction Managers
Feb 26 7pm	SMP and Trustees conference call to choose CM applicants

March 12	Kathy, Lynn, Chris, Betsy and Staff take shifts on Voting Day booth
March 19 5:15pm (snow: March 20)	CM interviews
April 3 6-7:30	SMP-led listening session open at Wadleigh

Building Project: Ostensible Building Design Committee member Shirley reports that the BDC doesn't really exist and doesn't seem to have any use. Trustees agree and feel that SMP can guide/educate us through this phase, supplemented by feedback from the public listening sessions.

Shirley did contact Meridian about doing a survey of our lot. (Meridian did the previous survey in 1985 and have all the paperwork.) They provide basic, non-certified boundaries, topography and utilities on both our site and Nashua Street for an estimated \$6600. Before they do that, we need to merge our four lots (two houses to the south and one to the east) into one lot, which requires some steps from the Select Board, which Betsy has already initiated.

Shirley is going to send Meridian's estimate to SMP to make sure it covers everything they need.

Equipment: Betsy wants to know if the Trustees are interested in replacing our existing color copier, which is breaking down, but is not asking for money at this time. Yes, we are.

Betsy also got a quote for the final set of movable shelves (from a different company, the old one having gone out of business). The shelves are usually ~\$10k each, she got a quote for three shelves with more features for a total of \$25k. We are interested, but are asking if we can put the decision off until the budget and new Trustees are known from the March 12 election.

ALA Mode: Kathy moves and David seconds that we adopt the 2019 American Library Association Bill of Rights. Unanimous.

Meeting adjourned at 9:04 pm.

Next meeting: March 26, 7pm.