

**MINUTES**  
**LIBRARY BOARD OF TRUSTEES MEETING**  
**December 12, 2017**

**Attendance:** Trustees: David Church, Deborah Lancaster, Marian Goode, Paula Phillips, Kristine Roberts, Ellen Snoeyenbos: Library Director. Absent; Scott Ames.

The meeting was called to order at 5:34pm pm by David Church.

**Minutes** – Review of Nov.14, 2017 minutes.

David motions to accept the minutes as amended, Deborah seconds the motion and it is approved unanimously.

**Monthly Reports:** The following reports were reviewed, discussed and accepted: Financial Report, Circulation Report, Children’s Librarian Report and Director’s Report. This motion was made by David and seconded by Deborah, and it was unanimously approved by the Trustees.

**Unfinished Business:**

- The sidewalk reconstruction project is finished; the front railings have been installed.
- The afternoon behavior issues with the middle school have continued to improve with the many activities directed towards them and the area designated for them.
- The union meeting was cancelled and will be rescheduled after the holidays.

**New Business:**

- The Director’s review will be done in January during executive session.
- The deadline for accepting Assistant Director’s applications has passed and Ellen will present the top 3 resumes to the Trustees.
- A motion was made by Deborah and 2<sup>nd</sup> by David to adopt a policy for Snow Days. If a staff member has already put in for time off, vacation, sick or personal day, they are not eligible for the snow day benefit. AIF
- Ellen will obtain an estimate to repair the flat roof of the building.
- The Trustees will adopt a Mission Statement for the Library at the Feb, 2018 meeting.

**Next Meeting** is January 9, 2018, at 5:30 pm

**Adjournment:** at 6:41 pm by David and seconded by Deborah. AIF.

Submitted by Marian Goode, secretary