

Library Board of Trustees Meeting

April 2, 2013

Attending: Michele Regan-Ladd, Dale Houle, Kate Cell, Karen Traub, Michele Sedor

Guests: Gail Fleischaker, Becky Torres, George Arvanitis

1. Minutes of the March meeting will be approved at the May meeting.

2. Performance Review Discussion: George gave an update on the history of the performance review for managers. The current form starts with goals; the manager sits down with his/her supervisor and sets goals (both long and short term). The Library Director works on the vision for the library and her goals in concert with The Trustees. The Trustees have responsibility for the Library Director and for working with him/her on setting goals.

If Trustees have an issue with the Library Director, they need to document this in written form and discuss it with the Director in a timely way. The current performance review is more focused on overall performance of the department and to help provoke thoughtful conversation. It is meant as a way for the Director to discuss his/her job with supervisors and is more focused on the development and growth angle.

Timeline: Annual. Goals should be done by end of March/the beginning of April. We should have a finalized document where we both agree by the end of June.

We need to add these dates to the perpetual calendar. Note: need to review perpetual calendar at next meeting.

Mary Anne handed out a draft of the goals she has come up with. These were discussed. The Trustees will review Mary Anne's final draft at the May 14th meeting and finalize it.

(Mary Anne is already working on one goal; she has signed up for a free, online website design class from UMass.)

3. Mary Anne will check to see when our Long Range Plan expires.

4. The Trustees reviewed the "Summary from the Trustees 2012." It needs to be edited; it will go from Karen, to Michele R-L to Michele S, who will give the final edited copy to Kate. It needs to be to Kate by April 20th.

We decided to have 125 copies made. Kate is in charge of getting the copies made. The Trustees approved payment of up to \$250 to spend on our annual report from the Spear Expendable Trust. Dale made a motion, Michele R-L seconded it and it was unanimously approved.

5. The Trustees agreed that the library will not be open on May 4th, town meeting day for regular hours. Instead, it will open after Town Meeting ends.

6. Mary Anne will be the main spokesperson for the library if questions come up about the request to Capital Planning for \$25,000 for the library. Mary Anne will also give the short report on the library for 2012.

7. Dale will be the new representative to the Friends meetings. Karen will share this with him when he is not able to go. Michele is no longer able to attend these meetings.

8. Mary Anne will get three estimates on the cost of adding lighting to the library.

Next Agenda

1. Plan meeting with Friends
2. Perpetual Calendar
3. Improvements on library needed

Notes submitted by:

Michele Sedor (standing in for Michele Regan-Ladd whose computer was not working)