

HILL PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE MEETING  
FEBRUARY 7, 2017

The meeting was called to order by Kathy Kelley, Chairperson, at 2:35 PM. In attendance were Kathy Kelley, Chair; Sandy Boyce, Treasurer; and Barbara Libby, Secretary. Joan Machado attended the meeting as well.

It was noted that the Board's scheduled meeting was not held in January, due to illness within the Board.

**Secretary's Report** from December 6, 2016, meeting was read by Barbara Libby. Kathy moved to accept it as read; Sandy seconded; the motion passed.

**Treasurer's Report** The report will be submitted for publication in the Town Report. It was read and explained by Sandy Boyce. Barbara Libby moved to accept the report as read. Kathy Kelley seconded; the motion passed unanimously.

January's Report was read. Barbara moved to accept it; Kathy seconded; the report was accepted.

Sandy reported that she will attend the Open Public Budget meeting at 7 PM, Thursday, February 9, to present and provide explanation of the proposed library budget.

**Librarian's Report**

Our library director was not in attendance due to the weather closing of school and library. She had, however, emailed to the Board Members the Annual Report that will be published in the Town Report. The Board reviewed that report and determined that for the next fiscal year only the Science Center and Christa MacAuliffe Planetarium passes will be subscribed to. Barbara moved to accept the report and that decision; Sandy Boyce seconded; the motion passed unanimously.

**Old Business**

The Personnel Policy was submitted to the Select Board Office as voted in the December meeting. Sandy submitted that the better definition was having a positive effect on accountability.

Sandy reported on the email that she had received from the Department of Justice explaining that Board members may only act as fill-ins for the librarian on a volunteer basis. The Board determined that each of us will train with Lynn to prepare ourselves for that service. Vacation time schedules will be set up in advance. Abbreviated hours may be adopted to allow for personal schedules. Details were tabled to be worked out at a later date.

The Board also saw the need to have Book Delivery Service for Shut-ins and the Elderly better advertised.

## **New Business**

Having cancelled the January meeting, Kathy was unaware of the necessity of the filing date. She will run for re-election as Trustee as a write-in.

The Board moved to donate unused poster paint found in the storage room to JDBS. Sandy made the motion; Barbara seconded; the motion passed unanimously.

Sandy presented the "Thank You Poster" made by the Children's Bible Groups that have utilized the library and school during the flood reconstruction at Hill Village Bible Church. The kindness of the Town Officers that allowed this was very much appreciated since the damage made the use of the church basement impossible.

Sandy presented a plan to have a book sale to coincide with the Parks and Recreation Department's Annual Fishing Derby. Barbara moved to accept Sandy's suggestion; Kathy seconded; the motion passed. That Derby is planned for the first weekend in May. The sale will run Friday during the regular business hours and on Saturday, outside if weather permits (to capitalize on the foot traffic at the Derby). Prices for the used books were discussed and the information from the Department of Justice on how the money could be used was presented.

Barbara was charged with drafting a letter to the Select Board to enquire about the cleaning duties that are presently in place.

In going through the storage room, Sandy discovered financial records, receipts and meeting minutes dating back to 1935. She investigated with the Department of Justice. Meeting minutes must be kept with no disposal. Receipts and financial records need only to be kept for 6 years. Sandy moved to destroy old records. After discussion the Board determined that we would be more comfortable with 10 years for the financial, and to go through the other documents to ascertain that we are not just saving trash. Barbara seconded, and the motion passed.

**The Next Meeting** will be held March 7, 2017, at 2:30 PM in the Library.

Barbara moved that the meeting be adjourned; Sandy seconded. Kathy Kelley adjourned the meeting at 3:30 PM.