

Wilton Public and Gregg Free Library
Trustee Meeting Minutes
February 13, 2015

The meeting was called to order at 8:02 a.m. Attending were Library Director Pat Fickett, trustees Nikki Andrews, Ron Brown, Richard Rockwood, Molly Shanklin, Lynne Stone, Mary Ellen Brookes, and alternate trustee Jan Woodard. Trustee Sandy Perfito and alternate trustee Hal Levine were absent. Jan and Dick left the meeting at 10:07.

Brian McGuigan of Edward Jones spoke on investment policy. He answered questions and will send more information.

Minutes – approved as corrected (Dick, Lynne)

Director's Report - accepted (Molly, Lynne)

1. Moved by Dick and seconded by Nikki: **that we offer to those employees who have been at the library more than one year and who earn over \$5,000.00 per year the opportunity to participate in a Simple IRA Retirement Plan.** The motion passed. This vote was the second.
2. Moved by Lynne and seconded by Nikki: **that employees, full or part-time, who have been employed at the library for more than one year and who earn over \$5,000.00 per year be eligible to participate in the Simple IRA Retirement Plan. The library's matching contribution will be reviewed on a yearly basis.** The motion passed. The second vote will be taken at the March meeting.
3. Trustees are encouraged to support and attend the Volunteer Luncheon on Friday, April 17.

Treasurer's report - (Lynne, Ron)

1. Molly explained the two new line items of *Contract services* and *Staff development/education*.
2. Bette Kapp of Charter Trust will present at the March meeting.

Maintenance plan

Ron explained the need to update our Capital Improvements Plan listing both the scope and the criticality of each item. He suggested that we establish a workable maintenance plan for long-term projects with a yearly checklist. A maintenance plan subcommittee was formed of Pat, Ron, Nikki, Molly, and Lynne. Two examples of long-term projects mentioned were the roof and climate control.

Old business

Moved by Molly and seconded by Dick: **that we offer up to three paid emergency closing days per year (as determined by the director) to all library employees working twenty hours or more per week.** The motion passed. The second vote will be taken at the March meeting.

New business

1. A representative of fundraise.com has spoken with Pat. The trustees showed interest and will discuss later in the year.
2. Nikki suggested a guestbook be available in the library. The trustees agreed.
3. In order to comply with an RSA, a copy of approved meeting minutes will be sent to the office of the Town Clerk.
4. Moved by Lynne and seconded by Molly: **that up to \$150.00 be made available for Stephanie Loiselle, Youth Services Librarian, to attend a webinar. The motion passed.**

The meeting ended at 10:20 a.m.

The next meeting will be on **Friday, March 13, 2015 at 8:00 a.m.**

The town meeting will be on Thursday, March 12, 2015 at 7:00 p.m. at WLC.

Mary Ellen Brookes