

Fuller Library Trustee minutes September 10 2018

Phil Daley, Ben Ainslee, Helen Cole, Samantha Gallo, Melinda Gehris, Bob Woolner, Norma Hubbard, Michelle Prentiss, Trish Bush.

Meeting called to order at 6:00pm

1. Review of minutes from August 13 2018, accepted.
2. Transaction reports for August reviewed. Question about interest rates. Appears to be no interest accrued. Oh well.
3. Project Lift – hired teacher. Graduation happened, well attended. Caps and Gowns were used, to great effect. 6 clients.

Review of “General Education Provisions Act”. Some discussion of home visits. Will not be done “as a rule”. Library is a safe place to meet. Accepted.

Grant was accepted, and amount was increased by \$7,000 which allowed for hiring of new teacher. Likely, will not be any change of hours of Project Lift, due to time-conflicts of staff.

4. Meeting Room Updates. Changes discussed. Policy updates. All accept the wording of the changes.

It is mentioned, that the selectmen have approved the memorandum of understanding.

5. Surveillance equipment. Discussion of installation of various possibilities. Discussion of Xfinity as a possibility. Discussion of purpose. Discussion of advantages. Discussion of storage time of videos. Discussion of lockup procedures. Discussion of panic buttons. Discussion of “active shooter training” and of any other emergency training that could be/should be made available. Samantha will contact the chiefs (police and fire) to make this happen.

6. TD Bank debit card. Discussion of possibilities. Discussion of “reloadable gift card”. Discussion of monthly fees to TD.

7. Paralibrarian certification program. Levels 2 – 4. Possibility of pay increases. Discussion of coming evaluations and potential merit pay.

8. Evaluations of employees. Samantha will meet with each employee, work through job description together. Written comments will be produced. Samantha will also be reviewed by employees.

9. Memorial Plaque and historic documents are back.

10. Budget committee – Phil Daley volunteers, and Melinda Gehris “if need be”. Norma Hubbard is already a part of this.

11. Other Business- July 4 WAS a day off. Were supposed to be paid for 8 hours. Discussion of taking “Friday after thanksgiving” off.

12. Next meeting, October 1 2018

13. Adjourned at 7:00pm