

WEST TISBURY LIBRARY BOARD OF TRUSTEES MEETING  
February 14, 2008

Attending Trustees: Leslie Baker, Elaine Pace, Virginia Jones, Hermine Hull  
Attending Staff: Beth Kramer, Colleen Morris  
Attending Public, Greg Orcutt, Cynthia Riggs

Hermine opened the meeting at 7:07 p.m.

#### MINUTES

The minutes of January 10<sup>th</sup> , January 29<sup>th</sup> and February 11<sup>th</sup> were approved.

#### COMMMITTEE REPORTS

**Friends Report:** There was no report from the Friends.

#### **Librarians' Report**

1. Beth asked if the Board would close the library on May 4th or 5<sup>th</sup> so Cheryl Bryan could review with the staff the suggestions from the Strategic Planning Workshop and decide how they can be best implemented. Elaine made the motion to accept and Ginny seconded.
2. Beth attended the MVLA meeting. The group discussed a number of all- island events including the summer reading program. Dan Waters designed a logo for the group.
3. Beth is now the library CORI agent.
4. Beth went before the Finance Committee with the second warrant article. They will contact us if there are any questions. Beth explained the need for adequate staffing. She passed out a letter from Anne Larsen which expressed her concern for our lack of a staff presence in the basement and our need to increase staff to achieve this .
5. Grants: The Equal Access Application has been sent in. We will be getting free shelving from the Falmouth Library.
6. "Small is Beautiful Tour" Hermine , Dan and Beth attended the second tour of small libraries in this series. Everyone felt the trip was informative and helpful. Beth felt this tour built on knowledge gained in the first one, especially the utilization of existing space.
7. Colleen just came back from a SEMLS workshop "Outreach for Spanish Speakers". She felt the material is applicable for any English as a second language group.

#### OLD BUSINESS

#### **Review of By-laws**

1. Elaine and Dan met to clarify our policy regarding closing the library. The wording will now read:

Article VI, Section 2

“The library may be closed at times of unusual circumstance, including extreme weather and road conditions, power failures, or other circumstance deemed to be an emergency, at the direction of the Library Director. If the Director is not available, the decision will be made by the Chairman of the Library Trustees.”

2. Vice Chairman clarification. After much discussion over the wording, the following by-laws were approved:

Article II, Section 3A:

“ The Chairman shall keep the Vice Chairman informed so that the board operations may proceed with continuity in the absence of the Chairman”

Elaine moved and Leslie seconded. The motion passed by a majority.

Article II, Section 3B:

The Vice Chairman shall perform the duties of the Chairman at his/her request or in the case of her/his absence.

Ginny moved and Leslie seconded. The motion passed.

**Policy Sub- Committee.**

1. Unattended Children Policy The Board discussed the new policy that Beth had written with the staff's input. The policy will be placed under "Rules of Conduct" in the manual. Details of the new policy will be shared with the public via the monthly newsletter while the entire policy will be put on the website. Elaine moved that we approve the new policy and Ginny seconded the motion.
2. Revisions to the Policy Manual . Elaine suggested we review a few pages at each meeting. At this meeting, we reviewed the "Rules of Conduct" (pages 16-17). At the March meeting we will review pages 3-9 and at the April meeting we will review pages 10-15. Everyone should come prepared having read the selected pages and with questions and comments ready to be discussed. Beth began the discussion of Rules of Conduct by saying she would be creating an incident report sheet with Cheryl Bryan's help. The Board discussed several aspects of the Rules of Conduct Policy. Beth mentioned that the policy adheres to the MVLA policy. Hermine was concerned the wording may deny certain patrons access to the library. After some changes in the wording of the policy, Elaine moved to accept the policy and Leslie seconded.

NEW BUSINESS

1. **Adequate staffing** This was previously discussed.

- 2. Strategic Planning** Beth passed out worksheets for the Board that will enable us to clarify the purpose of the Strategic Planning process. Board members passed in their lists recommending members of the community to the planning committee. Dan and Ginny will serve as “pre-planners” for the two four hour planning meetings that will be run by Cheryl Bryan. Their tasks will include selecting community members from the lists, finding a venue for the sessions and other needed services. It was suggested by Hermine that Linda and Dan be appointed to represent the Trustees on the public planning committee sessions. Elaine will be the alternate.

#### OTHER NEW BUSINESS

1. Elaine informed the Board that she had been contacted by a reporter from the Boston Globe who asked questions regarding the checking of references for Howard Curtis. She replied that we had checked them. Hermine added that Ron Rappaport had sent information to the reporter in question.
2. Hermine asked for responses to the town report. It was suggested she include the Unattended Child Policy information and mention Howard Curtis’ resignation as Director.
3. Beth passed out the financials and the monthly report.
4. Hermine read Dan Waters’ letter stating his interest in working on the Strategic Planning meetings.

The meeting was adjourned at 8:50

Respectfully submitted,

Leslie Baker  
Substitute Secretary