

Minutes  
**West Tisbury Library Board of Trustees**  
Date: September 11, 2008

**Present:**

Trustees: Linda Hearn, Elaine Pace, Ginny Jones, Dan Waters  
Staff: Beth Kramer, Colleen Morris  
Friends: none  
Public: none

Linda Hearn called the meeting to order at 6:58.

**Approval of Minutes:**

The minutes of the meeting of August 14th were approved as amended by a vote of three of the members. Dan Waters abstained as he was not present for the meeting of August 14<sup>th</sup>.

**Committee Reports**

**Friends Report:** none

**Librarian's Report:**

Beth reported that August attendance had increased and that patrons were using the new outside area. The library use averaged 88 per hour. Summer shelvers were terrific. See Beth's complete report, attached.

Beth also reported a synopsis of the Cheryl Bryan meeting with staff. That synopsis is also attached. Cheryl will work with the strategic planning committee at 10:30 on October 14<sup>th</sup>.

**Assistant Librarian's Report:**

Colleen announced that Whit Manter will lead the next Island Sustainable Book Club discussion on Tuesday, September 23<sup>rd</sup> at 5:30 in the library. Book: The Big Oyster by Mark Kurlansky.

**Old Business**

Policy Manual

The trustees reviewed the emergency policy section and agreed that the text under health, fire, bomb threats, and other emergencies was actually procedural material, not policy material. Dan offered a statement entitled Public Safety Emergencies that would replace the procedures sections. Ginny moved that the statement be accepted as policy, Elaine seconded. The motion was approved unanimously.

Elaine reminded the group that all by-law changes must be reviewed for ten days before becoming final.

It was decided that circulation and materials policy changes and all other previously approved policy changes will be approved when all the review sessions are complete.

The trustees agreed that, with a minor wording change (word *established* changed to *imposed* and word *assigned* changed *calculated*), the Fees for Services section is acceptable and approved unanimously by the trustees.

Linda requested that Beth provide for the trustees a copy of all the revisions in the policy manual. Beth will also provide copies of all the policy materials that have yet to be reviewed.

The Library Bill of Rights section and the Freedom to Read statement of the manual (developed by the ALA and Association of American Publishers) will become an appendix to our policy manual. Dan made that motion; Ginny seconded. The trustees approved unanimously.

Dan suggested that the Inter Agency Cooperation policy need not be stated. Beth was comfortable with the elimination of this text. Ginny moved that the section be deleted; Linda seconded. The motion passed unanimously.

The Materials Selection Policy will be reviewed at the October meeting. Trustees are urged to do a review before the next meeting.

### **New Business**

The next meeting is October 9<sup>th</sup>.

Ginny expressed concerns about cleaning the library, bathroom cleanliness, etc. Beth replied that the cleaning line item was increased for this year. Effort will be made to increase the cleaning budget once again for next year.

One complication is that the library rest room is used by the public and tourists, and the library's cleaning budget is not sufficient to maintain a healthy bathroom. Beth and Linda will gather the facts, and Linda will compose a letter to the Selectmen.

### **Correspondence** - none

### **Other Business**

The meeting was adjourned at 8:05.

Respectfully submitted,

Elaine M. Pace, Secretary