

George H. Stowell Library Trustee Meeting  
Monday, April 8, 2019  
6:00pm at the library

- 1) Call to Order – The meeting was called to order at 6:00pm at the library. Richard Scheuer, Kathi Patterson, and Brenda Freeland were present.
- 2) Citizen Comments – There were no citizens present.
- 3) Approval of January 10, 2019 minutes - Kathi moved and Richard seconded that the minutes be approved as written. The minutes were approved.
- 4) Treasurer’s Report - Kathi handed out a spreadsheet detailing the deposits and expenses to-date for 2019. Expenses included payment of \$480 to the Park Street Foundation for our OverDrive subscription. Deposits included our town funds, a \$500 donation from a patron, and \$75 from the Hanover Garden Club.
- 5) Librarian’s Report – Brenda stated that she
  - a. has emailed our volunteers to explain that the library needs to comply with the labor laws set by the US Department of Labor and have a paid staff member present during all hours of operation. Our telling our volunteers to be at the library to work on a specific day at a specific time for a designated amount of time defines them as employees by DOL law.
  - b. asked if any were interested in filling the paid positions as required by DOL law since they know the routines and have assigned hours and days.
  - c. plans to meet with them on Wednesday, April 10, at 6:00pm to discuss this change in policy and the reasons for the change.
    - i. They would not need to complete a W-4 form or have taxes taken out of their paychecks since their yearly pay would be less than \$600.
    - ii. They would be paid directly from the library checking account on a twice-per-year basis. There would be one payment for 2019 in mid-December.
    - iii. This will start on Wednesday, May 1, and, if there is not enough coverage from current volunteers, she will advertise in ConnectCornish for more staff.
  - d. has been working with Kaitlyn Jones, the Cornish Elementary School librarian, to sign up about 30 students for OverDrive.
  - e. attended the Koha Automation Software Summit and is still researching.
- 6) Old Business
  - a. Our 2019 budget request (\$20,685), capital reserve fund request (\$2,000), and architectural study funding request (\$12,500) were all approved at the Town Meeting vote.

- b. Brenda and Kathi met with the Selectmen on March 15 to discuss the procedure for implementing the architectural study. They were going to send the information to Charles Platt who offered to review it for us. We have not heard back yet so Brenda is going to check with Mary Curtis for an update.
  - c. We discussed the library forum request for additional afternoon hours and decided to add two hours to the Wednesday schedule. The new Wednesday hours will now run from 2pm to 6pm. The two hours on the 1<sup>st</sup> Wednesday that coincide with the book group will remain. This new schedule will start on Wednesday, May 1.
- 7) New Business
- a. Kathi passed out draft proposals for Articles 1-5, a Public Internet Access policy, and a Wireless Internet Policy for review and adoption at our next meeting.
  - b. Kathi will order a subscription to the Taunton Press Fine Gardening magazine to be paid with the Hanover Garden Club donation.
- 8) Other Business – We will need to write a policy for trustees who have been volunteering to cover the circulation desk as there may be a conflict of interest. They oversee the librarian, and the librarian would be overseeing them.
- 9) Our next meeting will be on Monday, June 10, 2019, at 6:00pm at the library.
- 10) Adjournment – The meeting was adjourned at 7:10pm

Respectfully submitted,  
Kathi Patterson, Acting Secretary