

Davis Public Library Trustee Minutes
September 20, 2017

Present: Geri Bailey, Lauren Rettig, Lexie Currie, Ginger Saleski (alternate)

Excused: Angel Nicoletti

Meeting called to order at 1pm by Chair Geri Bailey.

1. Minutes approved with revisions
2. Correspondence
 - a. Trustee Training Orientation
 - b. Library staff job descriptions sent to Select Board
 - c. Head Start Readers Nook Program Director will discuss with her team, Stoddard as a possible location and get back to us.
3. Treasurer's Report approved
4. Director's Report
 - a. Stats and Activities – patronage increasing, see attached flyer.
 - b. Trick or Treat – tentative date Friday Oct. 27th,
 - c. Flyer attached for After School events Oct. Nov. Dec.
 - d. USDA grant -
 - e. • Bob will install changing table and bulletin board this week
 - Shelf and easel built with Dick Scofield's help.
 - f. Online Catalog Planning
 - Approval of 10 hours for Lauren to train Elise during Elise's regular hrs.
 - g. Children's Garden
 - Bid of \$5,385.00 accepted for work as described in attachment. Overage will be covered out of Library funding sources. The work is still planned for the Fall.
 - Fix of existing walkway included in the bid.
5. Old or Unfinished business
 - a. Fence caps are done.
 - b. Personnel Policy Review tabled until full Board present
 - c. Elise's evaluation has been done by Lauren
 - d. Internet security work – Geri and Lauren Sept 27th @ 1pm.
Blog to be removed.
6. New Business
 - a. Shed wall mural
 - Anonymous donation to Friends, check expected shortly
 - Donor identified Sandy Sherman as the artist
 - b. Small library summit, April 26th 2017, fee to be determined.
 - c. Discussed setting up an internal Library calendar. Geri and Lauren will do it on the DPL email system.
 - d. Updated documents:
 - Approved Holidays for 2017-18
 - General Library Information such as contact numbers, important account numbers, etc.
 - e. Mission statement
 - f. List of Policies with revised dates
 - g. Updated List of Improvement Candidates

Submitted by Angel Nicoletti, using notes taken by Ginger Saleski.
Next meeting October 11, at 1pm.