

**John Tomay Memorial Library
Building Activity Committee
MINUTES
5:30 p.m., Monday, January 25, 2016
@ John Tomay Memorial Library**

I. Call to Order

The meeting was called to order by Lee Ann Cox at 5:50 p.m.

Attending: Lee Ann Cox
Bernie Hausherr
Michelle McNeil
Elaine McWain
Jon Jennings

Guests: Sue Lathrop – Staff
Ryan Young – Staff
Donna Gee – Staff

II. Approval of Agenda

No comments, questions or objections were made on the January 25, 2016, agenda. Michelle McNeil made a motion to approve the agenda as presented. Jon Jennings seconded the motion and the agenda was approved unanimously.

III. Approval of Minutes

No comments, questions or objections were made on the November 16, 2015, minutes. Jon Jennings made a motion to approve the November 16, 2015, minutes as presented. Lee Ann Cox seconded the motion and the minutes were approved unanimously.

IV. Branch Librarian Report – Sue Lathrop

Most information was presented in the Georgetown Library Association meeting.

- The projection was received from the County. The 2016 budget will need to be reviewed. The District Board will be looking at the budget in their February meeting.

V. District Library Report – Lee Ann Cox

- The Strategic Plan was presented in a public hearing
- Public audience was presented
- A hiring committee was discussed and calls are being made to ask people to be on it.
- The Branch Librarian Job Description and Lead Librarian Job Description were approved; posting locations of the job opening was disclosed.
- Mark Reynolds will be scheduled a meeting to discuss renovations options with the Georgetown Library and the Community Center calibrating.
- Lee Ann reviewed the Library Director Report.

VI. Financial Report

The Budget Performance was reviewed. Sue Lathrop will research “Yard”. No other comments, questions or objections were made. Michelle McNeil made a motion to approve the Financial Reports as presented. Jon Jennings seconded the motion and the reports were approved unanimously.

VIII. New Business

New Board Member

Only one letter of interest was received. It was from Paul Boat and was provided in the Dropbox for the Committee to review. No comments, questions or objections were made. Michelle McNeil made a motion to recommend to the District Board to appoint Paul Boat to the John Tomay Memorial Library Building Activity Committee. Bernie Hausherr seconded the motion and the recommendation to the District Board was approved unanimously.

District Board Representative

Two members from this Committee also serve on the District Board and a second is needed (Lee Ann Cox is already on the DLB). Elaine McWain is interested in serving with Michelle McNeil being the alternate. Elaine McWain made a motion to recommend to the District Board the election of Elaine McWain to the John Tomay Memorial Library Building Activity Committee with Michelle McNeil as the alternative. Jon Jennings seconded the motion and the recommendation to the District Board was approved unanimously.

Branch Librarian Hiring Committee

A Branch Librarian Hiring Committee was formed and includes Sue Lathrop, Gen Palmer, Deidre Wilson (community), John Wilson (community), Ellen Elliot (Georgetown School), Ruth Rosenfeld (Friends), and either Jess Warren or Brian Chandler from this Library. The Committee will need a member from this Committee. Jon Jennings is interested in serving. No comments, questions or objections were made regarding Jon serving on the Committee. Sue will email options for dates to get together.

JTML Bylaws – Pauline Marshall

Pauline indicated that she was at the September meeting; noted that the Bylaws state this Committee's responsibilities included to assisting with the selection of the Branch Librarian and questioned why it took five months to start the process. She feels that the Bylaws need to be clearer. Bernie Hausherr suggested that Pauline put her suggested changes in writing.

A copy of the current Bylaws were presented to the Committee in the Dropbox. Lee Ann Cox requested that the staff present a proposal for amendments to the BAC, and that the BAC members review them for the February meeting. The public can provide the Committee with written recommendations and a deadline will be given for submittal. A public hearing will be held for input. The Bylaws will get final approval from the District Board, after a recommendation from this Committee. There were no other comments, questions or objections.

No other new business was presented.

VII. Old Business

Building Renovation

Sue Lathrop, Jon Jennings, Brian Chandler and Mark Suma agreed to be on a Renovation Committee. A priority Report was created and reviewed as presented in the Dropbox. It was noted to use road base rather than pea gravel to prevent ice building in the parking lot and on the path to the back door. Grants can be research for some projects. Before any building renovation can move forward, solid numbers are needed for the budget and the Committee needs to determine if the venture will be a joint venture with the Community Center. A mini grant can be applied for to fix the draining issue/water intrusion. Sue will forward Paul Boat

the information on the current State Historic Fund Assessment. The Building Renovation will continue to be on the agenda.

No other old business was presented.

IX. Announcements

- Clifford Story Time, February 10th & 11th
- Adult Craft Group, February 4th
- Zombie Dance & Barbie Beauty Pageant, February 12th
- Library closed, staff meeting February 15th

X. Adjournment

LeeAnn Cox adjourned the meeting of the John Tomay Memorial Library Building Activity Committee at 6:39 p.m. No comments, questions or objections were made and the adjournment was approved unanimously.

The next Board meeting will be Monday, February 22, 2016 at 5:30 @ JTML