

**John Tomay Memorial Library
Building Advisory Committee
MINUTES
5:30pm, Monday, November 3, 2016
@ The Heritage Center**

I. Call to Order

The meeting was called to order by Michelle McNeil at 5:31 pm

Attending: LeeAnn Cox
Elaine McWain
Jon Jennings
Paul Boat
Bernie Hausherr
Michelle McNeil
Sophie Egan

Guests: Sue Lathrop – Staff
Libby Caplan – Staff
Donna Gee – Staff

II. Approval of Agenda

It was requested to move “Bylaws” to after Approval of Minutes. Jon Jennings made a motion to approve the November 3, 2016 amended agenda. LeeAnn Cox seconded and the amended agenda was approved unanimously.

III. Approval of Minutes

It was noted that Activity should be Advisory on all agendas and minutes. LeeAnn Cox made a motion to approve the amended October 6, 2016 minutes. Jon Jennings seconded the motion and the amended minutes were approved unanimously.

VI. Bylaws – Public Comment

The proposed bylaws were reviewed as presented. Pauline Marshall suggested a better organized list in section IV, Responsibilities and several wording changes were discussed. It was agreed to make the suggested changes and allow for Public Comment in the next scheduled meeting.

V. Branch Librarian Report – Libby Caplan

Libby reviewed that Branch Librarian Report as presented.

VI. District Library Report

- Jack Salewski report was given.
- Public Participation Policy was reviewed and posted for employee and public comment.
- Employee insurance was discussed and family insurance will not be offered in 2018 and beyond.
- MSEC Report/Employee Handbook was tabled.
- MSEC Compensation Review was discussed and alignments in salaries will be made.

It was requested that the committee be allowed to review budget, staff and high impact changes to the John Tomay Memorial Library.

VII. Financial Report

The Budget Performance was reviewed. It was noted that “chalk” will be moved to programs and Amazon Prime is used when purchasing. Paul Boat made a motion to approve the Financial Reports as presented. Jon Jennings seconded the motion and the reports were approved unanimously.

VIII. Old Business

Building Renovation

Boiler: Blue Sky, Lalonde and Art Boscamp will be coming to look at the boiler. Michelle McNeil will email one more name.

Roof: Libby Caplan received one bid from S P Construction and is waiting on two additional bids. Libby will contact the architect for an estimate and research old photos of the roof. It was suggested to form a building committee. Jon Jennings is interested in serving; any others interested should email Michelle McNeil.

Board Vacancy

This meeting will be LeeAnn Cox’s last. A letter of interest has been received from Deirdre Baldwin. Vacancies will be reviewed at the next scheduled meeting.

No other old business was presented.

VIII. New Business

December Meeting

The committee agreed to meet in December and skip the January, 2017 meeting.

No other new business was presented.

IX. Announcements

No announcements were made

X. Adjournment

Michelle McNeil adjourned the meeting of the John Tomay Memorial Library Building Advisory Committee at 6:29 pm. No comments, questions or objections were made

The next meeting will be December 1, 2016 at the Heritage Center (2nd floor) at 5:30 pm
There will be no meeting in January, 2017