

**Weeks Public Library
Minutes
Tuesday May 5, 2009**

Present: Mark Fodero, Kate White, Adele Wick, Julie Gilston, Denise Grimse
Meeting start time: 4:40pm

1. Approve minutes: April 7, 2009 minutes were approved as amended.

2. Director's Report: Circulation is up 18.21% this month!

3. Accept Donations: Donations of \$67.00 were accepted by the Trustees.

4. Old business:
 - a. Teen advisor to the board: We have received one letter of intent. The Trustees have agreed to invite the teen to the next Library Trustee meeting.
 - b. Overdraft protection: Mark reviewed the overdraft protection plan on the Citizens account with a bank representative. The evaluation is pending, and suggestions will be made at the next meeting.
 - c. Personnel manual updates: Much time was spent on this discussion. The library does not currently have a Family/Medical leave policy. The trustees reviewed samples of policies from the town. It was decided that we needed more time to review the sample policies before writing a Family/Medical leave policy for the Library. Also STD and LTD will be provided for current part time employees working 34 hours/week, who have 15 plus years of employment.

5. Building/Maintenance:
 - a. Town Property Management Supervisor Paul Hayden will be the grounds keeper for the Library.
 - b. Gutter repair proposals from Ray's are pending. Awaiting word from Paul Hayden whether or not he will be able to clean the gutters.
 - c. Berwick Academy Students did a great job with the spring clean up!

6. Summer Celebration/Hussey Race Day: Saturday, July 18:
 - a. DDR and Book sale at the Library 12-3pm.
 - b. Craft and book stacking contest 4-5pm.

- c. Trustees frozen t-shirt contest 4-5 pm. Donated t-shirts will be collected at the Library.
- 7. Other: The Trust Fund interest earnings are extremely low. The latest check was \$305.36, less than budgeted.
- 8. Next meeting: June 9, 2009

Adjourn time: 6:30pm

To do list: Review the sample Medical leave information for the next meeting.