

**Bent Northrop Memorial Library  
Trustee Meeting Minutes  
1-21-10**

**Present:** Amanda Forbes, Kristen Hughes, Terry Hale, Albert Tetreault, Bet Howrigan, Julie Wolcott

**Call to Order:** 5:20pm

**Visitors:** none

**Agenda Approval:** Executive Session moved to after Treasurer's Report.

**Approval of Minutes:** Approved as written

**Treasurer's Report:** Amanda will confirm the legality of the wording of the article for the Library's budget and appropriation in this year's Town Meeting warning.

**Executive Session: (in at 5:50/Out at 6:15)**

**Personnel:** Kristen will look for a sample personnel policy that would cover full time, part time and substitute employees. Amanda will confirm our obligation to unemployment payments.

**Real Estate:** The Trustees will need to be focused and aggressive to meet the school's timeline. Before our next regularly scheduled meeting we will meet with Mike Connor (building contractor), Tom Barden (Building inspection and consulting services), and Mike Laroche (Department of Libraries building consultant) for opinions about our next steps. Kristen will research potential temporary sites for the Library.

**Motion: The Library Trustees accept the offer from the Fairfield School Board of \$165,000 for current library space. With a favorable vote at the 2010 Town Meeting the Trustees will give the School Board a timeline by May 1, 2010 for vacating the present Library space.**

**Librarian's Report:** see attached

**Communications/Announcements:** Tom Howrigan donated 50 or more hunting and gun books to the library. Robert Grumacher from Pennsylvania donated an article on Chester Arthur. The article will be filed with other Chester Arthur articles at the Library.

**Old Business:**

**Fredricka's Will:** Bet is researching the language

**Municipal Library Designation:** After discussion the Trustees feel comfortable that the Library has met the criteria for establishing the Bent Northrop Memorial Library as a Municipal Library. Kristen will do more research to confirm.

**By-Law Process:** Julie will bring a draft to the next meeting.

**New Business:**

**Town Meeting Presentation:** The Trustees will ask that the Tri-Board meet on February 8<sup>th</sup> to discuss this.

**Other Business:** The Trustees give permission to the school to use the open land around the Pafundi buildings for school programs.

Albert will contact Mark Lareau about the bill for the appraisal.

**Agenda Items for next meeting:** Mark McGinn, Will research, By-Laws, Personnel policy, Town Meeting presentation, next steps in moving

**Next Meeting:** Thursday February 18, 2010 @ 5PM

**Adjourn:** 7PM