

**Kingston Public Library**  
**Board of Trustees**  
**Meeting minutes for November 2d, 2009**

On November 2nd, 2009, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chair, Val Spence, treasurer, Geralde Buckley, Cynthia Fitzgerald, Vanessa Verkade, and Spencer Clough, secretary.

Also present was the library director Sia Stewart.  
The chair opened the meeting at 7:15 p.m.

- I. Minutes: of the October 5<sup>th</sup> meeting were unanimously passed upon a motion by Ms. Buckley, seconded by Ms. Verkade.
- II. Powder House: CPC application was submitted; Ms. Aprill is commended for her work. Mr. McWilliams has been in contact with Mr. Holmes regarding reimbursement for his costs. The application reads: “for the purchase of the building”. The grant will also be used to repair the other half of the building affected by the removal of the powder house.
- III. Development Committee: the library director suggested that the trustees vote to appoint Carol DeCamp to the Development Foundation Committee. This action passed unanimously upon a motion by Ms. Buckley, seconded by Ms. Spence.
- IV. Planning: the final plan is not ready; it will depend upon the budget. The board will meet for a second time to consider the budget on November 16<sup>th</sup> at 7:15. The proposed budget is due on November 10<sup>th</sup>.
- V. Heritage Center: will meet Tuesday, November 3d. That committee is currently looking for new architects.
- VI. Friends: held the book sale and raised \$1,500.
- VII. Meeting room: no requests.
- VIII. Director’s report: staff issues were discussed. The air quality test produced mixed results, there is mold in the ceiling of the meeting room. The director will receive advice on remediation. The new automated phone system is working. The automatic doors are working; however, there are lingering problems with locking up after some after-hours meetings. The closing procedure needs to be simplified.
  - a. Dates: “Don’t close the books on libraries” rally at the State House will be held at 11:00 a.m. on November 4<sup>th</sup>; the development committee meeting is November 9<sup>th</sup>; Veterans’ Day is November 11<sup>th</sup>; the MLTA/MFOL workshop will be held on November 14<sup>th</sup>; the library will be closed for Thanksgiving November 26<sup>th</sup>.
- IX. Staff Reports: were received from the archivist, the reference librarian, and the children’s librarian.
- X. The budget: a draft budget was delivered by the director with a 3% overall reduction; major cutbacks were made to the materials line. The library will be \$70,344 short of the municipal appropriation needed for state certification. Of the total appropriation, 16% must be spent on materials;

this figure may be made up through fundraising. Reductions to the state grant will be made proportionate to reductions to materials reductions. The board voted unanimously to suspend allocations for payments to attend staff conferences during FY 11, upon a motion by Ms. Buckley, seconded by Ms. Spence.

XI. The meeting closed upon a motion by Ms. Buckley, seconded by Ms. Spence at 8:45 p.m.

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