

Kingston Public Library
Board of Trustees
Meeting minutes for December 3, 2007

On December 3rd, 2007, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chair; Val Spence, treasurer; Cynthia Fitzgerald, Vanessa Verkade, and Spencer Clough, secretary.

Also present was library director Sia Stewart.

The meeting opened at 7:25 p.m.

1. Minutes for the October 1st, October 17th, and November 5th meetings were approved upon a motion by Ms. Fitzgerald, seconded by Ms. Spence.
2. Heritage Center: discussion of the use of CPA funds for the Adams Building restoration.
3. Meeting room requests: none.
4. Courtyard and gardens: the ship's weathervane project is going forward.
5. User surveys: the director provided 2 different, but related surveys; she also pointed out that the survey software is adaptable for use on a website; the director then asked for suggestions on the survey which is to be mailed to homes in January.
6. Annual appeals: trustees were apprised of the mailing and printer's costs; the mailing should go out by Dec. 13th. A motion was made by Mr. Clough, seconded by Ms. Spence, to hire Steve Dubin to draft a public relations announcement. This motion passed unanimously.
7. Director's Report:
 - a. There were no staff issues.
 - b. There was no news about the Friends' group.
 - c. The director and interested trustees will meet with the Capital Planning committee on January 23rd regarding the budget request.
 - d. TAB will keep the library open for the Kingston Luminaries; there is a need for a trustee to close the library at 9:00 p.m. that night.
 - e. Santa visits on December 6th.
8. Staff reports: were mailed to trustees.
9. Payment of bills.
10. Other business: none.
11. The meeting adjourned upon a motion by Ms. Spence, seconded by Ms. Verkade at 8:05 p.m.

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