

**Kingston Public Library
Board of Trustees
Meeting minutes for April 3, 2006**

On April 3, 2006, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chairperson, Gayle Metcalf, Nancy Sapir, Valerie Spence, treasurer, Vanessa Verkade, and Spencer Clough, secretary.

The meeting opened at 7:20 p.m.

The board of trustees discussed:

- The results of the annual employee survey.
- Employee morale.
- Employee discipline.
- Interlibrary loan transactions.
- Circulation procedures and self-service check-out.

Mr. McWilliams moved the board request that the library director: “investigate the best possible benefit to reducing library service hours to the public for purposes of staff ‘catch-up’ time, shelving, etc., on a temporary basis. The director may elicit staff input and report back to the board with recommendations at the May meeting. The board will seek implementation June.”

The motion was seconded by Ms. Spence and passed unanimously.

The meeting adjourned on a motion by Ms. Metcalf, seconded by Ms. Spence at 9:30 p.m.

**Kingston Public Library
Board of Trustees
Meeting minutes for April 10, 2006**

On April 10, 2006, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chairperson, Gayle Metcalf, Nancy Sapir, Valerie Spence, treasurer, Vanessa Verkade, and Spencer Clough, secretary.

The meeting opened at 7:20 p.m.

- I. Minutes for the March 6, 2006 meeting were approved on a motion by Ms. Sapir, seconded by Ms. Metcalf.
- II. Mr. Clough presented the board with a letter to the staff thanking them for their participation in the annual staff survey. The letter was adopted by the board on a motion by Ms. Sapir, seconded by Ms. Metcalf.
- III. The Board considered the library director’s performance evaluation.

The meeting closed at 9:35 p.m. upon a motion by Ms. Metcalf, seconded by Ms. Sapir