

**Kingston Public Library  
Board of Trustees  
Meeting minutes for May 1, 2006**

On May 1, 2006, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chairperson, Joyce Rossi, Nancy Sapir, Valerie Spence, treasurer, Vanessa Verkade, and Spencer Clough, secretary.

Also present was Sia Stewart, library director.

The meeting opened at 7:20 p.m.

- I. The meeting began with the reorganization of the board: Brian McWilliams as chairperson; Val Spence as treasurer; and Spencer Clough as secretary.
- II. Minutes of the April 3, and April 10, 2006, meetings were approved upon a motion by Ms. Sapir, seconded by Ms. Spence.
- III. The board was introduced to its new member Joyce Rossi, elected during the April ballot.
- IV. Meeting room requests: Comfort Keepers would like a waiver to hold meetings the last Wednesday of the month from 2:00 to 3:00; the Parent Information Network would like to continue in their slot; both were approved upon a motion by Ms. Spence, seconded by Ms. Verkade. The motion by the Parent Information Network is contingent upon the timely return of the library key.
- V. The director's performance evaluation was presented by the board chairperson, Brian McWilliams; the director earned an overall rating of superior for 2005; her goals for 2006 were reviewed and approved upon a motion by Mr. Clough, seconded by Ms. Sapir.
- VI. The Art Festival Committee, represented by Marianne Driscoll and Marilynn Parish presented a proposal for a 3 day arts festival to be held in 2007. Trustees endorsed the proposal of an arts festival and will lend access to the library facility, approved upon a motion by Ms. Spence, seconded by Ms. Verkade.
- VII. Director's Report: in response to the board's directives from the last meeting the director responded by suggesting the use of a voice-mail system to route calls away from the circulation desk; Ms. Stewart also will see where the network trends are regarding self-checkout to speed lines at circulation; and she also proposes closing Fridays to facilitate staff meetings and library staff maintenance duties, as Fridays are the slowest day during the school year. The board adopted Ms. Stewart's proposal to close on Fridays until such time as funding for the staff is increased, effective July 1<sup>st</sup> 2006, upon a motion by Mr. Clough, seconded by Ms. Sapir. Ms. Sapir further requested that all staff respond to Friday closings. Ms. Rossi and Mr. McWilliams will assist Ms. Stewart with drafting the announcements about new hours. The director also delivered reports from two librarians.

The meeting closed at 9:40 upon a motion by Mr. Clough, seconded by Ms. Verkade.