

**Kingston Public Library**  
**Board of Trustees**  
**Meeting minutes for August 31st, 2009**

On August 31st, 2009, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chair, Val Spence, treasurer, Cynthia Fitzgerald, Vanessa Verkade, Gerald Buckley and Spencer Clough, secretary.

Also present was library director Sia Stewart.

The chair opened the meeting at 7:25 p.m.

- I. Minutes: of the August 3<sup>rd</sup> meeting were passed upon a motion by Ms. Fitzgerald, seconded by Ms. Spence. The vote was 3 ayes, with 1 abstention.
- II. Development Committee: There is a need for one more committee member to make seven; there will be a meeting to finalize the by-laws. Attorney Boerger has reviewed the by-laws and made suggestions.
- III. 15<sup>th</sup> Anniversary Celebration: no news to report.
- IV. Planning update: the committee is collecting and analyzing data, looking for staff input and ideas. In October a draft of goals and objectives will be presented to the trustees. The plan needs to be sent to the library commissioners by Dec. 1<sup>st</sup>.
- V. Heritage Center: no news.
- VI. Friends: have not held a meeting since the last trustees' meeting.
- VII. Meeting room: a request to hold meetings one Thursday a month was granted unanimously upon a motion by Mr. Clough, seconded by Ms. Buckley.
- VIII. Courtyard: no news.
- IX. Director's report: there was no news on FY '10. FY'11: the staff had identified 4 processes for getting materials on the shelves; Mr. McWilliams and Ms. Fitzgerald volunteered to be on a committee as representatives for the trustees to review data and material presented by the staff. Ms. Stewart is on the OCLN planning and budget committee. For FY'11 the OCLN budget should be nearly level funded.
- X. Powder House: Susan Aprill continues to work with Jack and Michael Burrey on a CPA grant that is due in October.
- XI. What is proper ID for a library card? The staff requested clarification by the trustees: 1. the trustees unanimously passed a motion made by Ms. Buckley, seconded by Ms. Fitzgerald, to require a parent or guardian's signature for cards for patrons under age 18. 2. Upon a motion by Mr. Clough, seconded by Ms. Fitzgerald, the board voted 4 for and 2 against, to automatically update juvenile records to adult records upon reaching age 18. 3. Upon a motion by Mr. Clough, seconded by Ms. Fitzgerald, the board voted 4 for and 2 against, to require a new signature for a library card at age 18. Upon a motion by Mr. McWilliams, seconded by Ms. Buckley, the board voted unanimously to allow parents and guardians access to their children's records upon request.

- XII. Dates: 9/17 Development Committee informational coffee at 7:00; 9/26 Friends sharing with friends workshop at Devins; 11/14 Your Library: Key to Economic Recovery, sponsored by MLTA and MFOL.
- XIII. Bills were signed by trustees.
- XIV. Director's Performance for 2008: was delivered by Mr. McWilliams; Ms. Stewart received a "superior" overall rating.
- XV. Next meeting: October 5th.
- XVI. The meeting closed upon a motion by Mr. Clough seconded by Ms. Spence at 9:05 p.m.

SEC10/05/09