

**Rice Public Library
Board of Directors' Meeting
December 20, 2016: Archive Copy**

Present: Dudley Bierau, Rachel Dennis, George Dow, Dianne Fallon, Doug Greene, Dave Harris and Lee Perkins

Excused: Bill Tredwell

Guests: Greta Evans

President Rachel Dennis called the meeting to order at 6:30 p.m.

Greta Evans presented a summary of her duties as Technical Services Supervisor, including handling the annual statistics and assisting with the annual appeal.

She is responsible for the schedule and payroll when Lee is not available and is responsible for cataloging and attending at least 3 cataloging meetings per year with Simone.

Greta has continued to cut back on printed magazines because of Zinio, and delete outdated books.

She coordinates Adult Movie Nights, and larger events such as Holly Jolly Trolley, Star Wars Night, Kittery Block Party, Basketball at Traip and Rice Pudding Poetry.

Greta works with volunteers, trains new employees, assists with PR and handles the bi-monthly newsletter, Constant Contact, and submits some events to Channel 22.

Motion: Dave makes a motion to commend all who made Holly Jolly Trolley an overwhelming success: the staff, Chuck Denault as Santa, and volunteers (including Alex, Belle and Gigi Sillsby and Colleen Evans). George seconds the motion. The vote passes unanimously.

The board would like to officially welcome Dianne Fallon to the Rice Public Library Board of Directors.

Motion: George makes a motion to accept the October 18th minutes. Dudley seconds the motion. The vote passes unanimously.

Motion: George makes a motion to accept the November 15th minutes. Dudley seconds the motion. The vote passes unanimously.

Rachel will send a thank you card to anyone who makes a donation of \$2000 or more.

Director's Report:

The Town Manager has requested that Lee submit all Rice Public Library CIP requests anticipated for the next five years.

Rachel noted that Lee consistently makes the library an inviting place for our patrons.

Board of Director By-Laws:

Section 4 UNEXCUSED ABSENCES

Absence by a Director from three regular monthly meetings of the Board of Directors without a valid excuse shall be equivalent to a resignation and the vacancy shall be filled according to Article Two, Section Three. Board members need to contact the President at least 24 hours prior to the meeting if unable to attend.

Motion: Dave makes the motion about Unexcused Absences. Doug seconds the motion. The vote passes unanimously.

Section 3 SECRETARY

The Secretary shall take minutes at all meetings and email them within a week to the President.

After the minutes are approved at the next meeting, the President shall email an Archive Copy of the minutes to the Library Director. The President will sign the minutes as soon as possible, which will be kept in a binder as a permanent record in the Library Director's office.

Motion: Dudley makes the motion about Secretary. Dave seconds the motion. The vote passes unanimously.

Section 6 AGENDA

The President shall send an agenda at least one week prior to the meeting. The President shall also post a copy of the agenda in Town Hall.

Motion: Article 5: George makes the motion about Agenda. Diane seconds the motion. The vote passes unanimously.

The Board will review The Public Participation Policy in January.

The board received bios from Diane and George.

New Business:

Motion: Dave makes a motion to accept the Holiday Schedule for 2017. George seconds the motion. The vote passes unanimously.

Rachel and Lee will schedule a library orientation with Diane.

The board will discuss the budget proposal and a raise for Lee once Lee receives direction from the Town Manager.

In February the board will begin the Library Director's evaluation and will use a new evaluation form.

The annual appeal letter done by Lee was fabulous. Rachel will send a thank you card to Sylvia from Johnson Printing who helped to get it mailed out.

Rachel would like to thank Lauren for taking the minutes.

The next meeting is scheduled for January 17, 2017.

Motion: Dave motions to adjourn the meeting. George seconds. The motion passes unanimously. The meeting ends at 7:30.

Board minutes recorded by:
Lauren Pray