**Bancroft Memorial Library**

**Board of Trustees Meeting**

September 17, 2018

The meeting was called to order at 7:00 p.m. Present were Trustees Katherine Wright, Nancy Verdolino and (Chairman) Frederick G. Oldfield III, and Director Ann Fields.

MINUTES:

The minutes from the meeting of August were reviewed and accepted.

PUBLIC FORUM:

No members of the general public were present at the meeting.

DIRECTOR’S REPORT:

* The Director handed out the current financial report. The budget reflects that we are a quarter of the way through the current fiscal year and appears on track.
* She noted that staff member Sara Sartori’s last day will be Wednesday, Sept. 26, and that a bon voyage collation will be hosted that day.

OLD BUSINESS:

* The Director reported that no money has yet been received for the Statue of Hope cover but that the cover has been ordered nonetheless. The Friends Group will be asked to set up an account to receive donations.
* Two hotspots have been ordered and received, and the Trustees tried one out. The plan is currently that they will be loaned for one week, with special circumstances possibly extending the loan period. There will be a $5 per day overdue fine, and if the hotspot is not returned within 72 hours of its due date it will be shut off. It must be returned to the desk, not in the book return bin. The Director will look at other libraries’ policies to draw up our policy.

NEW BUSINESS:

* The Director reported that the Library intends to participate in the annual Hopedale Cultural Council’s “Holiday Stroll” from 10:00 a.m. to 6:00 p.m. on Saturday, December 1, by offering cookies and cocoa (joining in the cocoa recipe contest) and offering story hours.
* The Director noted that revised Library hours for the upcoming season’s holidays will be as follows: close at 4:00 p.m. on Wednesday, 11/21, be closed Thursday, Thanksgiving Day, and be open regular hours on Friday and Saturday; close at 4:00 p.m. on Monday, 12/24, be closed Tuesday, Christmas Day, and be open regular hours the rest of the week; close at 5:00 p.m. on Monday, 12/31, be closed Tuesday, New Year’s Day, and be open regular hours the rest of the week.
* The Trustees have planned a Fine Forgiveness week from November 13 through the 30th, whereby patrons may “pay off” their fines by donating non-perishable items for the Milford Food Pantry. The donation of one non-perishable item will forgive $1.00 worth of fine.
* The Director noted that local author and television newsman Ted Reinstein will speak at the Library on Wed., 9/26, about his new book on General Stores in New England.
* She also noted that the Friends Group will be holding their Fall Book and Bake Sale/Raffle on Saturday, 11/17.
* The Director reported that she plans to retire at the end of the year but will be happy to assist with the transition of a new Director and possibly delay her last day until the end of January. Discussion ensued about planning for this change, and a search committee will be pulled together with the hopes of having a new director hired by January 2019.

At 7:25 p.m. it was moved, seconded, discussed and voted to enter into an executive session per GLc 39, §23B, to discuss personnel issues. Roll call Vote: Nancy Verdolino – Aye; Fred Oldfield, Chairman – Aye; Kathi Wright – Aye.

At the request of the Chairperson, a motion was made and seconded to go out of executive session. Roll call Vote: Fred Oldfield, Chair – Aye; Kathi Wright – Aye; Nancy Verdolino - Aye. The executive session was in effect from 7:25 p.m. through 7:46 p.m.

The next regular monthly Trustees’ meeting is set for Monday, October 15, 2018 at 6:45 p.m.

A special meeting of the Trustees will be held on Monday, October 1, 2018 for the purpose of discussing the hiring of a new director.

The meeting adjourned at 9:14 p.m.

Respectfully submitted,

Katherine M. Wright, Secretary Tell me, what is it you plan to do / With your one wild and precious life? Mary Oliver, The Summer Day