**Bancroft Memorial Library Board of Trustees Meeting November 21, 2017**

The meeting was called to order at 7:05 p.m. Present were Trustees Nancy Verdolino, Katherine Wright and (Chairman) Frederick G. Oldfield III, and Director Ann Fields.

MINUTES: The minutes from the October meeting were read and accepted.

PUBLIC FORUM: No members of the general public were present at the meeting and there was no correspondence from same.

DIRECTOR’S REPORT: The Director handed out the current financial report. The Budget remains on target at the beginning of the fiscal year. The Director reported that the new fencing has been installed; it looks great and does not need further landscaping by Walter Swift. She noted that the Friends group will be holding a Book/bake/raffle on Sat., Nov. 18th. The Trustees will be donating a gift basket for the raffle. Nancy Verdolino offered to put an Italian-themed basket together.

OLD BUSINESS: Installation of a new handrail down the inside stairs at the back door, lower level of the Library is moving along. There was a little miscommunication with electrician Joe Scanzaroli as to when we wished the air conditioners to be installed in the Program Room, but he will move to install them shortly. The Director again reported on the leaking roof, and stated that she plans to talk to George A. Barnard Company, Inc. about fixing the roof leak over the Trustee Room. The Director reported that a new cleaning crew had been assigned to clean the Library.

NEW BUSINESS: The Director reported that “Food for Fines” will again be offered during the month of November, whereby patrons may “pay off” their fines by donating non-perishable items for the Milford Food Pantry. The donation of one non-perishable will forgive $1.00 worth of fine. The Director reported that she had received a quote of $2,146.93 from TWM Systems to replace 3 computers, plus $89.10/hour for delivery and setup, plus $30 each for MicroSoft Office. The Trustees approved the expenditure using State Aid and donations money to keep our technology up to date. Participation in the Dec. 2 town wide “Holiday Stroll” was discussed, and it was decided that the Library would stay open from 2:00 to 6:00 p.m., hosting a variety of small vendors in the Program Room in addition to other suitable activities. The Director handed out a “Guide to Posting Meetings, Agendas and Minutes”, which covers the Massachusetts state law governing Public Records, prepared by the Town Clerk for all Board and Committees in the Town. Professional Development by employees was discussed, and it was decided to add to employee job descriptions that professional development is mandatory. The Director will review other libraries’ policies to determine the number of hours per year we should require.

The next regular monthly Trustees’ meeting is set for Thursday, December 14, 2017 at 5:00 p.m.

The meeting adjourned at 8:06 p.m.

Respectfully submitted,

Katherine M. Wright, Secretary Honesty is for the most part less profitable than dishonesty.

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