

Board of Trustees Meeting Minutes
Baxter Memorial Library
January 5, 2016

SPECIAL MEETING

Present: Nicole Antal, Librarian; Trustees: Greg Simack, Chair; Margaret Raymond, Trustee; Katherine Roe, Trustee; Sue Sellew, Secretary

Visitors: Jools Skeet and Dee Gish.

Absent: Deb Hopkins, Treasurer

Dee Gish came to thank Nicole for the wonderful job she had done at the library and for making it such a welcoming place for the community. Dee then left the meeting.

Jools handed in her resignation for her position as the Children's Library Assistant, effective at the end of January. One of her reasons for doing so at this time was to allow the trustees to add her hours to those of the Library Director in hopes of making it a half-time job (26 hours total). Jools will notify the preschool teachers and parents of this change.

Nicole had drafted a job description for the Library Director position as well as a list of duties that need to be performed. Katherine agreed to draft the final job description and advertisement for the Library Director position and get edits and approval from the other trustees via email. Sue will ask Deb Jones if we can use the town office address to receive resumes. The deadline for receipt of resumes is January 28th.

[Deb Jones agreed, she will scan and forward them to Sue for distribution to trustees prior to the special meeting on February 2nd. - Sue]

Katherine will post the job announcement in both the Herald and the Valley News for the week of January 11th. The announcement will also go to the Sharon listserv and the Vermont Library Associations job webpage.

Next Meeting: January 19th – regular meeting

Special Meeting: February 2nd – review of resumes