

**Board of Trustees**

**Hollis Social Library**

**7:00pm, December 9, 2014**

Trustees present: Bob Bartis, Stephanie Stack, Amy Kellner, Karen Knight, Jonie LaBombard

Also present: Tanya Griffith, Assistant Library Director and Merle Carrus

The meeting was called to order at 7:03pm.

1. Stephanie Stack noted that the workshop was on employee management as well as volunteers.

<b>Motion</b>	To accept the November 2014 minutes as corrected.		
<b>Made by</b>	Stephanie Stack	<b>Seconded</b>	Karen Knight
<b>Vote</b>	Unanimous		

2. Treasurer's Report – Stephanie Stack

The library is paying 33% of the director's salary while she is on leave of absence which will result in a surplus in the salary area. The trustees asked Tanya to review the books and materials budget and increase the investment in the digital collection with surplus funds.

The trustees noted that next year employees should be assigned quarterly budget targets for books and materials purchases. The trustees would like to increase the percentage of digital materials purchased as well.

3. Director's report – Tanya Griffiths

The trustees noted that that reports are public records and care should be taken to avoid any mention of confidential or personnel issues and that this month's reports needs to be edited.

4.

<b>Motion</b>	To enthusiastically nominate Merle Carrus as library trustee until 2017 to fill out Laurel Lang's term.		
<b>Made by</b>	Stephanie Stack	<b>Seconded</b>	Karen Knight
<b>Vote</b>	Unanimous		

5. The town asked Tanya Griffith if the trustees are going to approve the paving of the parking lot. The library only owns a small portion and the church doesn't currently have funds to pay for their share so it will be postponed until at least the 2016 budget.

6.

<b>Motion</b>	To solicit proposals for hiring an outside consultant to review library operations and strategic plan.		
<b>Made by</b>	Stephanie Stack	<b>Seconded</b>	Amy Kellner
<b>Vote</b>	Unanimous		

7.

<b>Motion</b>	To enter executive session at 7:28 pm.		
<b>Made by</b>	Stephanie Stack	<b>Seconded</b>	Karen Knight
<b>Vote</b>	Unanimous		

8.

<b>Motion</b>	To exit executive session and adjourn at 7:52 pm.		
<b>Made by</b>	Stephanie Stack	<b>Seconded</b>	Karen Knight
<b>Vote</b>	Unanimous		

Respectfully submitted,

Jonie LaBombard

Secretary