

Thomas Crane Public Library

Board of Trustees

Minutes of February 14, 2011 Board Meeting

As corrected and approved at the March 14, 2011 Meeting

Trustees Present

Sandra McCauley, Chair, Harold Crowley, Larry Falvey, Treasurer, Mary Reed

Absent: Janet DiTullio

Staff Present: Harry Williams III- Director

Call to Order

Sandra McCauley, Chair Called the meeting to order at 9:15am

Approval Meeting Minutes

Sandra McCauley, Chair, asked for comments additions, or corrections to the January 10 Board meeting. Hearing none Harold Crowley moved and Larry Falvey seconded approval of the minutes. The Board unanimously approved the minutes.

Treasurer's Report

Larry Falvey, Treasurer, presented the expenditures for the Literacy Account in the amount of \$440.00. Ms. McCauley called for comments, hearing none Ms. Reed moved and Mr. Crowley seconded the report. Treasurers' report approved.

Director's Report

Mr. Williams updated the Board on programs, security, visits to branches, circulation, staffing and building maintenance. Mr. Williams also reported on his outreach to various civic organizations, attending community events, and meeting with elected officials.

Old Business: Audit request

Mr. Falvey reminded the Board of the past decision to conduct an audit, and recommended the Director and Chair review our library accounts to find the appropriate source of funds to pay for it. Mr. Crowley cautioned not to duplicate audit services routinely performed by the City.

New Business

Mr. Williams requested authorization to contract with Pat Schneider to provide forty (40) hours of training for the new Administrative Library Assistant. Ms. McCauley called for a motion to approve the contract for training hours. The motion was moved by Larry Falvey, seconded by Harold Crowley. The Board unanimously approved.

Adjournment

The Board meeting adjourned at 10:10am.

The next meeting of the Trustees will be March 14th at 9:15am in the Main Library Quincy Room 2nd Floor.