

**LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES**

MONTHLY TRUSTEE MEETING MINUTES
November 28, 2018

IN ATTENDANCE: Jani Fillion (chair), Mary Swinyer (treasurer), Judy JonesGirouard (vice-chair), Kim De Lutis (secretary), Kevin Hastings, Dawn Hatch, Sara MacIver, Barbara Enderson, Meagan Carr (director)

Excused: Judith Dean

CALL TO ORDER: Jani Fillion (chair), at 7:01 PM.

MSV –To approve minutes from 10.24.18 — Enderson/Hatch (8-0) – MOTION APPROVED

Annual Appeal Donation

Director Carr provided a list of donations totaling \$1,300.

Donations are still trickling in, as well as from The Wish Tree. MacIver and Swinyer offered to write thank-you notes on behalf of the board. Director Carr suggested using the cards of the art collection.

OLD BUSINESS

The railings should be installed by the end of November. Fillion suggested the door handle should be replaced at the same time to match the railing. JonesGirouard recommended a good website. Hastings suggested bronze. JonesGirouard suggested it should match the lamps outside. Director Carr will measure and order.

MSV –To approve up to \$125 to replace the door pull on the front door —
Hastings/Enderson (8-0) – MOTION APPROVED

Director’s Report Review: Attached

Discussion about all the programs coming up and how successful the past ones have been. The Wish Tree has already been really successful, and it’s not even December! Discussion about revitalizing the Birthday Book Giving campaign Jan. 1, 2019, so that it could run all year.

Discussion about which day to officially close for the holidays.

MSV –To close on the day after Christmas, December 26, with staff taking accrued time —
Hastings/Enderson (8-0) – MOTION APPROVED

NEW BUSINESS

Discussion about whether to eliminate fines. Fines total \$1,300 thus far in the year. The Board seemed supportive about foregoing fine income and replacing with a donation jar.

ACTION: Completed **ACTION:** To do

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MSV – To eliminate late fees immediately and replace with a donation jar — Hastings/ De Lutis (8-0) – MOTION APPROVED

Automatic notices run when the book is due and then two weeks after. Discussion that 45 days would be sufficient to return a lost book. Discussion about how much to charge for the replacement of a lost book.

MSV – To eliminate outstanding late fees immediately, but the lost book fees would still apply with an amendment to the lost book period from 90 to 45 days, whereby on the 45th day, the replacement cost will be incurred. The replacement cost will only be in effect if the book has already been replaced by the library. — Hastings/De Lutis (8-0) – MOTION APPROVED

Motion to adjourn at 8:51 PM.

Next meeting will be Wednesday January 2, 2019 at 7:00pm.

Respectfully submitted,
Kim De Lutis, secretary

ACTION: Completed **ACTION:** To do