

**Parsons Memorial Library
Minutes of the Trustees Meeting
June 5, 2019**

Present: Gus Hedden, Marti Northover, Cherry Chretien, Tom Collins & Dominique Zulueta

Absent: Eileen Connolly, Tom Stonehouse

Meeting started @ 6:55 pm

Director's Report was read and the following noted:

- A neighbor across the street noticed someone in the library Tuesday during closed hours?
Gus confirmed it was not a town employee, not a trustee or friend.
He will find out if we can access our Wirepro account log online.
- Window repair quotes are pending
- Board asked about July concert being mid week, mid day and expected attendance.
Hopefully weather will allow for an outdoor event.

Secretary's minutes were read and the following noted:

- To enroll in Amazon Smile, Friends of PML must be listed on nonprofit reporting service Guidestar. Follow up with Carol, chair of the Friends.

Treasurer's report was presented and accepted.

- Per last month's discussion, Marti will see Fred Holt and move funds not used for elevator repair from BHBT checking to a CD at Atlantic Federal Credit Union. (formerly York County FCU)

No new correspondence

Old Business

- Board discussed Bartlett Tree invoice, question if work was approved before being done.
Follow up with Bartlett Tree representative.
- 2019 PML Community Survey
Will begin June, 11th and end July 31st.
Discussed revisions to survey, DZ will email final version to board
Reviewed publicity materials, DZ will email to board for proofreading
Approved \$50 Nonesuch Books gift certificate for random drawing as incentive

New Business

- Library Director is leaving: Gus read resignation email to board, giving 30 days notice + 120 hrs. bank time during which he'll be available for events and new staff orientation.
The Board thanked him for his years of work and dedication, and for the generous notice.
- Begin search for new Library Director:
Inquire if position can be increased to 32 hrs/week for full-time benefits
Inquire about interim staff, overlap with Gus for training, and hourly pay rate
Draft help wanted ad and submit to selectboard for review
confirm resume submission details and contact info
post to MSL, MANP, craigslist and social media, and print in local & regional papers
- Festival coloring contest ok'd
will add 18+ age category for a total of five prizes (5 x \$15 gift certificates = \$75)

Next meeting: Monday, July 1st

Meeting adjourned @ 8:15 pm

Respectfully submitted,
Dominique Zulueta