

PARSONS MEMORIAL LIBRARY
MINUTES OF THE MEETING
February 4, 2019

Present: Dominique Zulueta, Marti Northover, Gus Hedden, Cherry Chretien, Tom Stonehouse, Eileen Connolly
Absent: Cathy Conley
Meeting started at 7:05

Library Director's report was read and accepted.

- Elevator discussion continued. All agreed on obtaining a quote for replacement from Pine State. Gus will make contact on this as well as question the specifics of "full replacement" (car, cable, as well as electronics?). Tom will work with Gus. Cherry suggested that we get on their calendar right away.
- Gus will attend a staff development workshop in April.
- Gus and Karen are working on book delivery to homebound patrons.
- Eileen will explore offering free books at the local food pantry.
- New stationary is needed. Dominique will work on the letterhead image.

Secretary's minutes were accepted.

Treasurer's report was accepted.

- Marti reviewed handouts with information on account balances and expenditures.
- Cash contributions will be processed monthly and added to director's report.

Correspondence

- No Correspondence

Old Business

- The mission statement will be on the agenda for next month. Group members will review and compare the PML mission statement with that of other libraries. Draft statements will circulate via email beforehand.
- Job description discussion will continue in March. Gus will provide drafts by 2/19 for board review prior to meeting.

New Business

- The King grant application is in process. Gus and Eileen have completed the written portion. Cathy will help with pictures of the stairways.
- AARP scam presentation idea is on hold due to elevator and time of year. AARP is willing, and we can contact them in May.
- Gus will provide data on number of people coming to library as well as circulation numbers.
- Board decided against TruGreen for PML lawns.

-Upcoming programs: Mystery book series May start, SAT essay prep 2/20, making Valentines Sat. 2/9, Needle felting 3/25

Meeting adjourned at 8:10pm.

Next meeting: March 4, 2019 at 7pm

Respectfully submitted,

Eileen Connolly, Secretary

Gus:	Contact Pine State on questions and quotes for King Grant.	Finish job description drafts and send by 2/19.	Send data on patrons through door to Dominique.
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Tom:	Help Gus with Pine State as needed.
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Dominique:	Work on image for stationary.	Work with Gus on handout for home delivery.
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Eileen:	Contact food bank
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Cathy:	Photos for grant application
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All:	Review sample mission statements, email suggestions to all before next meeting.
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