

**Gardiner Public Library Board of Trustees**  
**February 4, 2020 at 5:30PM**  
**Meeting minutes**  
**DRAFT**

**Call to order/attendance:**

Chair Helen Stevens (Gardiner) called the meeting to order at 5:33PM with John Shaw (Gardiner), Rachel Choate (Farmingdale), Patricia Hart (ex-officio/mayor), Sarah Adkins (Pittston), Kim Granholm (West Gardiner), Deborah Sparrow (Gardiner), and Anne Davis (ex-officio/director).

**USA Patriot Act:**

Library Director Anne Davis reported that there has been no request for library records since the Board last convened.

**Meeting minutes:**

Deb Sparrow motioned to accept the minutes and John Shaw seconded the motion. The minutes were passed unanimously by the Board.

**FY20 library budget:**

Trustees did not express any concerns about this budget. Anne did explain that that the cleaning service line would change as the City has decided to go back to in-house cleaning. That cost will be added to the salary line.

**FY21 budget:**

The director reported that this budget process has begun. She will create a draft budget working with the City Manager, the Finance Director and the Trustees. The Trustees will then vote to recommend approval to City Council and it becomes part of the overall General Government budget.

**Upcoming town meetings:**

Anne reminded our partner towns' trustees that March will be the beginning of town meetings with both West Gardiner and Pittston.

**Veteran nonresident card:**

Anne told members that the MINERVA system is recommending not issuing family cards due to confidentiality issues. She would like to be able to issue a discounted library card to Veterans who do not live in our service areas.

**Vote on veteran nonresident card cost:**

Sarah Adkins moved to accept Anne's suggestion of a \$30 cost and John seconded the motion. This motion passed unanimously.

**Job descriptions:**

Trustees suggested a few changes to the job description. They also thought it a good idea that the candidate come and meet the staff before a final offer is made.

Anne also suggested that the job description for the director should have all mention of the technology director removed as this was customized to reflect her own talents that would not necessarily be part of a future director's resume.

**New/old business:**

There was no other business brought to the Board.

**Next meeting:**

The next meeting will be set at a later date.

**Adjourn:**

This meeting adjourned at 6:43PM.

**Minutes transcribed by:**

Anne Davis