Following a tour of the construction areas, the meeting was called to order at 7:00 p.m. by Nancy Baker, Chair. In attendance were Nancy Baker, Ted Krantz, Steve Mantius, Kim Ayers, Bill Cassidy, Gretchen Pyles, and Library Director Amy Lapointe.

Also in attendance: Mike Enriquez and Lucienne Foulks

**Approval of November 17, 2019 and January 13, 2020 Minutes:** Steve Mantius moved to approve the November 17, 2019 minutes; Bill Cassidy seconded; the motion unanimously passed. Kim Ayers moved to approve the January 13, 2020 minutes; Ted Krantz seconded; the motion passed unanimously.

**LIBRARY DIRECTOR’S REPORT:**

**Renovation Update:** There is a need to update to Cat6 wiring. Steve Mantius moved that the budget for the teledata rework, which is outside of the scope of the renovation project, should be put against the budget for the renovation project of $290,000 and any remaining balance should go against the library budget not to exceed $3,000. Ted Krantz seconded; the motion passed unanimously.

**Statistics:** The statistics were reviewed.

**Programming:** The slate of programs was reviewed; children’s programs have continued uninterrupted during the renovation including storytime, book groups, minecraft, build it/track time/tech time, reading with a dog or bunny, Kids and Parents Knit together, and Valentines and Coffee for Vets. School vacation week will include Mardi Gras cupcake storytime; Mardi Gras bingo; learn about reptiles, and a Lego afternoon. There will be a Celtic Concert with Jeff Snow on Sunday, March 8, 2020.

**Building:** Amy delivered lunch to DPW on February 4, 2020 to thank them for their help during the renovation.

**Collection:** Check out the daily color “image” edition of the Telegraph on the library’s website; in the February 3rd edition on page 4, there is an article about the Pauper’s Cemetery in Amherst that Sarah Leonardi helped research.

**Friends:** Trivia Night will be held on Saturday, March 28, 2020 at LaBelle Winery; tickets are $500 for a table of 10.

**Technology:** The library’s website was built in 2013 and is no longer supported; Amy is currently evaluating options including hiring a developer to build a new website or purchasing a library specific product that is subscription based.
**Holidays:** The library will be closed on Monday, February 17, 2020 for President’s Day.

**Treasurer’s Report:** Reports reviewed; we are under budget.

**Old Business:**
Renovation Update: The project is moving forward; Amy is happy with the work of the contractor.

FY21 Budget Update: The town’s budget will be on the ballot; voting will be held on March 10, 2020.

Staff Evaluations/Exit Interviews: Amy contacted other town libraries; they are all doing different things with regard to staff evaluations and exit interviews. We would like to be able to have the board conduct exit interviews in conjunction with Amy probing the staff member leaving to see how we could do the job better. Amy sees reviews as an opportunity to discuss ways to have staff members move to the next level; trying to include tech competencies; also want to separate review and growth discussions.

At 8:03 p.m. Gretchen Pyles moved to adjourn. Steve Mantius seconded. The motion passed unanimously.

Respectfully submitted,

Gretchen Pyles

**Next scheduled meeting:** Monday, March 16, 2020.