

City of New Plymouth
Armoral Tuttle Public Library Board Meeting
February 4, 2020

Call to Order and Introduction

Heather called the meeting to order at 6:32

Roll Call – Ron Beutler, Cora Kurth, Heather Airoidi, Aubri Sotutu, Christy Norris (tardy), were present and Robert Sprague was absent.

Consent Agenda – Action Item

All matters on consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.

Library Board Minutes – January 7, 2020

Financial Report – Non available

Library Report – January 2020 Report

A motion was made by Ron Beutler to accept the consent agenda. Motion passed.

Claims Approvals - Action Item

Payment of bills: Aubri Sotutu moved to accept the claims approval of \$561.61
Motion passed.

Old Business – Action Item

Proposed policy changes on late fees and overdue books:

A new late fees policy for the library board was presented by Melanie (Director of Library); the wording for the presentation material will be revised by the board and submitted to Melanie for presentation and approval at the March 10th meeting.

Action was tabled until the next meeting.

New Business –

City bylaws and Policies that could assist with late fees and overdue books:
There was a discussion to have the City lawyer review the outstanding monies in lost and damaged books. Melanie will talk to him and report to the board later.
No action taken.

There was a need to reschedule the March Board meeting -- Aubri made motion to change the March meeting to the 10th.

Motion passed.

Announcements

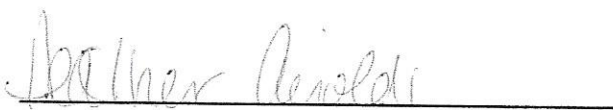
Our meetings need to be presented and handled according to the Bylaws of Open Meeting policies. We **must** keep a strict policy to stay on topic of the Agenda at all times during the open meeting. Before and after the meeting are for informal meet and greet topics.

Questions and concerns for the evaluation of Melanie Cope which will be performed at the March meeting were discussed. Heather presented an evaluation sheet to be used by the board for evaluating Melanie in the role of Director of the library. Board members are to return the sheets to Heather before the next meeting.

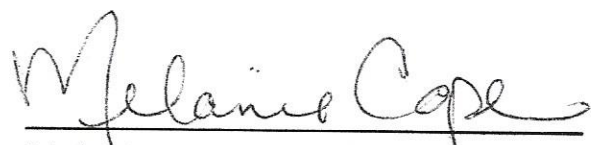
Aubri asked about having the school district and Armoral Tuttle Library work together on story times presentations. An opportunity for story time to happen in either the Kiwanis Boardroom or school facilities was mentioned. David Sotutu will meet with Melanie to discuss how the library can help with the preparation of children entering Early Literacy programs/Kindergarten Readiness.

Adjournment

Heather adjourned the meeting at 7:19



Heather Airoidi- Board Chairperson



Melanie Cope- Library Director