



TOWN OF TRURO

P.O. Box 2030
Town Hall Road
Truro, MA 02666

**Board of Library Trustees
Minutes
Friday June 23, 2017
9:30 am
TRURO PUBLIC LIBRARY**

Attending: Sally Brotman, Keith Althaus, Jim Kyed , Martha Magane, Mary Abt, Marilyn Adams: FOTL, Maggie Hanelt, Assistant Library Director

Called to order 9:30

Approval of May 19 minutes – approved unanimously.

-Mary Abt will find the appropriate place to file Library Director evaluation and report back to the board

• **Friends of Truro Library report – Marilyn Adams**

Annual Meeting - informal meeting

Shed clean out Wednesday July 12, 10am. Looking for book sorter.

Wednesday, August 9 Book Sale - help needed.

62 ppl attended Chief Kyle Takajian event.

FOTL Apple laptop computer is in the works for the library.

60 ppl attended the Norman Katz lecture.

2 vacancies on the FOTL board.

Totes and tee shirts available for sale

• **Library Director's report – Maggie Hanelt**

Hard copy attached to minutes

- o **Signage update** – nothing new to report

OTE to adopt **Emergency Procedure Manual**: Keith Althaus, 2nd Martha Magane Ap-

proved unanimously (Hard copy passed out to directors)

-Yearly Update of document is necessary to keep personnel information corrected: Reminder to be added to the Annual Calendar in May (after the Town election of new directors).

- Process for developing and managing Library Policies to be discussed at next meeting

• **Report on June 1st Space Planning Meeting** – Sally Brotman

Transition to implement changes are ongoing

Data is being collected on library usage in relation to changes that are implemented

Next Space Planning Committee meeting in Sept.

-Jim Kyed's question about "invitations" to Truro resident non-library card holders to visit the library and get a library card will be put on next agenda.

Next Scheduled Meeting: July 21

Adjourned 10:25am

Mary Abt

