

## AGENDA -- THE AYER LIBRARY BOARD OF TRUSTEES MEETING

October 16, 2018 - Time: 6:00 - 7:30 PM  
AYER LIBRARY  
26 East Main Street  
Ayer, MA 01432

Trustee Meeting      October 16, 2018      6:00-7:30 pm  
Debra Faust-Clancy, Pres. – Presiding Chair  
Tim Silva, Director, - Samantha Benoit, Asst. Director  
Cyndi Lavin - Secretary

RECEIVED  
OCT 12 2018

TOWN OF AYER  
TOWN CLERK

9:12am  
MINE OPLAND

Meeting Called to order.

### Secretary's Report

### Treasurer's Report

**Director's Report** – In future will be sent out in advance and incorporated into the minutes.

### Presidents' Report

1. Approving invoices for the town to pay. New procedure. Volunteer to sign needed. Tim will discuss.
2. New employee vacation policy. Trustee Vote to finish deferred vote from June Meeting. President's Recommendation: Vote to defer any changes to our current policy leaving vacation policy as is.
3. Review of New Committees. (Policies Committee, Director Eval. Committee, Grounds Committee, Fine Art Appraisal Committee) - discussion. Workplan of what needs to get done and timetable.
4. New procedure. What type of financial reporting would the board like to receive from Director Tim Silva each month? Attached is sample of Groton Library Director's report submitted to Trustee Meeting – please review prior to our meeting.
5. First meeting of Dir. Evaluation committee, Tues. Oct. 23 at 6 pm, Historical Room.
6. Review of plans to hold a tea in honor of Samantha Benoit's upcoming nuptials. Suggested date, October 27 at 2 pm in the Library's reading room. Sam's family, fiancé and all Ayer library employees, Trustees (past and current) and Friends invited.