



Weare Public Library
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Board of Trustees

Brenda Cannon, Chairwoman
Lee Marcroft, Treasurer
Mark Carey, Secretary
Heleen Kurk, Alternate
Diann Couture-Smith, Alternate
Michael Sullivan, Director

-- Draft Special Meeting Minutes --

Minutes

Board of Trustees Special Meeting

Thursday December 18, 2019

Present: Trustees: Chairwoman Brenda Cannon, Secretary Mark Carey, Treasurer Lee Marcroft
Alternates: Diann Couture-Smith, Josh Hilliard, Acting Director: Thelma Tracy.

The meeting was called to order at 6:00 pm as per RSA 91-A: 1-a.

Appointment of Acting Director:

Chairwoman Brenda Cannon made a motion to make Thelma Tracy acting director. Treasurer Lee Marcroft seconded the motion, all present were in favor and the motion passed.

Plan for moving forward after the passing of Director Michael Sullivan

1. Chairwoman Brenda Cannon made a motion to close the library on Saturday, December 21, 2019 to accommodate library staff who wished to attend Michael Sullivan's funeral. Lee Marcroft seconded or present were in favor and the motion passed.
2. The next order of business was to amend the library's warrant article. The loss of director Sullivan leaves both library desks uncovered. Stretching the existing staff to cover those gaps as well as Friday hours is not practical. Changes would have to be made to the warrant article to ensure that the library had sufficient funding and sufficient staff to get us through this period until the new director is hired.
3. Acting director Thelma Tracy informed the board of various security measures she had taken including canceling the existing library credit card and changing all library passwords.
4. Chairwoman Brenda Cannon volunteered to update the library director's job description and to put together a draft employment opportunity announcement.

Chairwoman Brenda Karen made a motion that we adjourn, Lee Marcroft seconded or present word favor. The meeting adjourned at 6:24 PM December 18, 2019

Respectfully submitted,
Mark Carey, Secretary