

EHPLS Minutes
Governance Committee
Moodus Branch
January 7, 2015

Members present: Lucille Gardner, Maureen Gillis, Celina Nelan, Andrea Pascal

Also present: Mike Gilroy, Library System Director

Maureen called the meeting to order at 5:35 PM.

UNFINISHED BUSINESS:

Assessing Board Effectiveness/Board Training: Updates were sent out prior to the meeting; Melissa Ziobron is confirmed for the February Board meeting.

Disaster Recovery Plan: Mike has prepared a “Disaster Response” document (which will ultimately be part of the Staff Manual); he will email it to Board for comments/questions.

Director Evaluation Process: Mark has completed his evaluation so the Town requirements are done; Shea/Lucille are in the process of the Board evaluation and are using the tools developed by Governance. Expected completion by early February.

Updates to Board Manual:

- Record retention policy added
- Need to add the “special revenue fund” when completed (Mike will check with Cindy re: status)
- The Table of Contents for the staff manual will be added after that manual is completed
 - Mike to check with Program Committee as to whether they will help with manual or would like an ad hoc committee to help

NEW BUSINESS:

None.

Next meeting scheduled for February at Moodus branch at 5:30 pm, but will be cancelled if there is no pressing business.

Meeting adjourned at 5:52 PM.