

LIBRARY TRUSTEE MEETING

February 25, 2016

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, and Linda Coe were present. Barbara Tosiano was also in attendance with Richard Mc Dermott attending as the selectman's representative.

Amy called the meeting to order at 5:00

MINUTES OF LAST MEETING: Linda makes a motion to approve the minutes, Beth seconds the motion, all in favor.

Acceptance of donations and unanticipated funds for February 2015

Total unanticipated income for February was \$798.39

Amy motions to accept the \$798.39, Beverly 2nds the motion, all in favor

TREASURER'S REPORT: none this month

DIRECTOR'S REPORT: Robin deRosa is speaker on March 30. Ted Cycz is coming to give a painting estimate tomorrow. Color me Included program was well received. TJ Wheeler is coming on March 15th for a "Taste of New Orleans" program. We had a boiler inspection for the town's insurance. Fire alarm inspection is tomorrow morning at 8 am. Beverly wants to know how many active patrons we have.

CONTINUING BUSINESS:

Building repairs update (roof, trim, doors)- Beth talked to someone at Nick's and they don't do commercial doors. New England Lock and Safe-Louis came and cleaned the locks and agreed that they need to be replaced. He did give Barbara a lead on companies that can do front doors. Portland Glass is a possibility. There are two other companies who were mentioned. We should get quotes from all three companies for a new front door. The outside door should be done first. Barbara will call Portland Glass first.

Won't know if we have money for the roof until after the elections.

Ballast on several of our fluorescent fixtures are dead, Barbara has ordered new ballasts, but we should think about converting to LED lights at some point soon. Does the utility company offer any incentives to convert to LED lighting?

Computer upgrades – we're about 75% there. New routers are installed, computers have been upgraded. Still have a few printer issues to fix.

ACTION ITEMS:

NEW BUSINESS ITEMS:

Credit Card Policy – The following changes should be made immediately: change to reflect our \$10,000 total credit limit, with a \$3000 per card limit. There are now 2 credit card holders (Beth and Barbara). Beth would like to auto pay all utilities using her card. All purchases over \$500 need board approval, except for the auto-paid utilities. The \$500 board approval should apply for either card holder. We can review this next month to see if we need to add any more changes. Beth would like to look into getting a card that pays us cash-back (or rewards), even if it means opening an account at another bank.

Selection Policy- a few minor changes were made to update it.

NON-PUBLIC SESSION:

Linda made a motion to go into non-public session at 6:15 pm. Beth, seconded the motion. A roll call vote was taken with all in the affirmative.

Beth made a motion to come out of non-public at 6:20. Beverly seconded; a roll call out was taken, all in the affirmative.

Amy made a motion to seal minutes of non-public session. Beverly seconds the motion, all in favor.

Amy made a motion to adjourn at 6:25, Beth seconds the motion, all in favor.

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: March 24th, 2016