

LIBRARY TRUSTEE MEETING Final minutes
February 28, 2018

Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Wilson and Linda Coe were present. Laura Pouliot was absent this evening. Barbara Tosiano and Richard McDermott were also in attendance.

Amy called the meeting to order at 5:00

MINUTES OF LAST MEETING:

Beverly made a motion to approve the minutes of the last meeting as amended. Judy seconds the motion. All in favor with Amy and Linda abstaining.

Acceptance of donations and unanticipated funds for January, 2018 \$202.85 Beverly motions to accept \$202.85 in donations and unanticipated funds for January. Amy seconds the motion, all in favor.

TREASURER'S REPORT: none this month

DIRECTOR'S REPORT: Images of Nepal was a very well received program. Inter Library Loan is still down. The state library is working on getting a new software system, which may take some time. In the meantime, Interlibrary Loan requests are being handled via phone which is time consuming for the staff. Barbara is going to a workshop on Advocacy for Libraries in a couple of weeks. Our magazine vendor went out of business; Barbara has selected a new vendor. Joan Deveney's art work is now on display in the Library. There was also a display of Joan's favorite books.

CONTINUING BUSINESS:

Inclement Weather Policy-next month

Generator-next month

Lectern- Last time we discussed getting a lectern that is all wood. Judy found one from Best Lectern for \$4,070. She also got a price from Amplivox for an oak lectern for \$4,025. Originally we were talking about \$1200 for a lectern. Do we want a fancy piece of furniture, or do we want something functional that will serve as an amplification and media center? After some discussion, we decided to go for functionality over buying an expensive piece of furniture. Judy will come back to us with a final cost for the melamine laminated lectern. This will come with 2 Bluetooth enabled microphones.

Air Conditioner Compressors- We might want to start putting away money for a capital reserve fund for replacement air conditioner compressors as these are soon to reach their expected life span. The Capital Improvement Planning committee seems reluctant to allow us to put money aside for anything. We will need to have about 20,000 to replace the air conditioner compressors.

Move Invoice Processing to Library- We would like to move invoice processing in-house. We will need a dedicated laptop (Beth and Barbara found one for \$350) which will be on the private wi-fi network. Tina (our bookkeeper) will need a raise if she is expected to travel to do this work. The current going rate is \$20/hour, plus more at year end to cover year end reporting. Tina currently works 4 hours a month. Beth estimates this will cost us about \$16/month more than we

are currently paying. Beth estimates it will cost about \$250/year more if we include additional year-end hours.

Beth made a motion to give Tina a raise to \$20/hour in the month the bookkeeping process is moved to the Library. She estimates this will happen April 1. Judy seconded the motion, all in favor.

ACTION ITEMS:

NEW BUSINESS ITEMS:

Library History for the 300th Committee- Barbara needs to talk to David French. We could have a special exhibit? When we do book sale in Sept. we can have a table outside to promote 300th anniversary. We should also publicize that the schoolhouse is open.

Funds have been invested in Vanguard. We should look at performance every quarter (this needs to be reported again in May). We should follow how these funds do and think about whether we invest more in the future. Trustees of trust fund need to send us an annual report of what our earnings are for the funds they are investing on our behalf.

Thank you Richard!! The board would like to thank Richard McDermott for serving as our liaison to the select board. Richard has been instrumental in getting all kinds of small (and not so small!) things done for the Library. We wish him well in his “retirement” from the Board of Selectmen.

Linda makes a motion to adjourn at 6:20 pm. Amy seconds the motion, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: March 28 at **5:00 p.m.**