

LIBRARY TRUSTEE MEETING- Final Minutes
October 24, 2019

Beth Forgione, Judy Wilson, Beverly Mutrie, Amy Magnarelli and Linda Coe were present. Laura Pouliot, the alternate, was not present. Barbara Tosiano, the Library Director, and Larry Smith, the selectman's representative were also present.

Amy called the meeting to order at 4:00

MINUTES OF LAST MEETING: Beverly made a motion to approve the minutes of the last meeting. Judy seconded, all in favor.

Acceptance of donations and unanticipated funds for September, 2019 \$1544.60 this includes book sale money. (\$1082.45 was from the booksale) Beverly made a motion to accept \$1544.60 in unanticipated funds, Judy seconds, all in favor.

TREASURER'S REPORT: Beth and Barbara went through every line item to see where we stand and to project things out to the end of the year. We may be able to give some money back to the town at the end of the year. Beth has not received any earnings from the Trustees of the Trust Funds.

Budget for 2020- we will keep the same bottom line budget as this year, but to be able to cover increases for employee salaries in 2020 by adjusting other line items. In 2019 the tuition line was zero. Barbara thinks we have some training needs. Leah needs a course in Children's Literature next year. JoAnne wanted some training in a publishing program called "Canva". We should think about creating a new line for Professional Development to cover this.

DIRECTOR'S REPORT: Staff training-staff was trained in CPR/defibrillator use and on the new Interlibrary Loan system. Valley painting completed work on the buildings. Bateman did the fall clean-up including cutting back perennials. The beer event was phenomenal, but there was a low turnout for the program. Hannaford did a program on Healthy Snacks for the afterschool kids. The Bear program had a turnout of 31 people. World War II program on Nov 7th should be interesting. Fri Nov 8th at 3 pm, an architect will be here to suggest some space improvements. We received 3 newer used computers from Tech Soup. John will begin installing them soon.

CONTINUING BUSINESS:

Warrant articles – We need to place a warrant article to discontinue the 2 capital reserve funds and transfer those funds into an expendable trust to be used for building maintenance. We may have another one to put in the walkway. The hearings on Warrant Articles begin in January.

Records Retention- Nothing has been done yet

Parking Lot/Walkway- Larry thinks we should pass the plan by Jay Lord to get input from him. If we are going to place a warrant article on the ballot in March to build the walkway, we will need to get a hard estimate before we can go before the selectboard again.

Windows 10 Upgrade-ready to roll

Use of space in teen area/program area-Barbara is going to get some suggestions from an architect; trustees are welcome to join in on Friday at 3 pm.

ACTION ITEMS:

Fall Clean-up-Done

Change meeting start times for winter months – we can look at this again next month.

Holiday closing early-Dec. 24 – this would be a Tuesday. The library would be closed on Monday and Wednesday. After some discussion, Amy proposed to close for the entire day on Dec 24, Judy seconded, all in favor.

NEW BUSINESS ITEMS: Begin 2020 Budget Review

Beth makes a motion to adjourn at 5:20, Linda seconds, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:
CORRESPONDENCE:

NEXT MEETING: **Nov. 21, 2019 at 4:00 p.m.**