

Library Trustees Meeting Minutes

July 13, 2015



Present: Kirsten Much, Ellen Cady, Alissa Smith, Diane Kreis, Erik Volk, Anne Hatch, Nancy Spencer, Lisa Hart, Gary Lamberton

Absent: Nichole Wolfgang, Deborah Orelup

An additional agenda item was added by Alissa for Nancy Spencer to discuss the Friends Report.

Secretary's Report:

- Alissa motioned to approve the minutes from last meeting. Kirsten seconded and the minutes were approved.
- Alissa motioned to approve the May 4 Special Meeting Minutes, Diane seconded and the minutes were approved.

Financial Report/Discussions:

- Anne reported that we are still actively working to simplify the payment processes especially with the Operational funds which still require two signatures and can take up to two weeks for approval.
- Anne also indicated that we are seeking to simplify the process for obtaining the board member signature(s) and having them done at the Town Hall on a weekly basis as is happening with other departments.
- Gary indicated that we can vote as a board to have only one signature required but the vote would have to be taken and the result of the vote recorded in our minutes. Gary brought a copy of the regulations which attested to this fact.
- Lisa indicated that Thursday would be the best day to have the Trustees to provide the signatures at the Town Hall on a weekly basis (or as needed.)
- Gary reported that his advice is not as a member of the Select Board as he has resigned his position but offers the information in an advisory capacity as a community member.
- Ellen reported that she was unclear as to why we really needed two signatures to begin with. We had been advised in the past that we needed two signatures but the past Town Treasurer Roberta Dana had told her that the Librarian signature and one Trustee signature should be enough.
- Anne indicated that it would be great if we could have timesheets signed off at the same time on Thursday but it may create an issue since she would have to fill out her timesheet in advance for Friday.
- Diane moved that we move to have only one Trustee and the Librarian sign off on payments. Erik seconded and the motion was approved.
- Ellen volunteered to be the main Trustee for signing off on expenses. Since only one Trustee will be required and this will occur at Town Hall, Alissa will no longer need to come in on Fridays to sign any more.
- Ellen provided a Midyear Financial Report summary which was also provided to Trustees in a separate email. Key points were:
 - Ellen met with former Treasurer Roberta Dana and overview of all Library accounts and all accounts seem to be in order

- Ellen met with current Treasurer Lisa Hart to share information about Library accounts and to answer questions. This included discussions and clarification around the Operational account, the Sun America fund and the accounts at Wells River Savings which include the endowment fund and the 12 month CD.
- Ellen met with Linda Nunn to review some minor inaccuracies in the 2014 Town reports which will be noted and reflected in the 2015 Town Report.
- Ellen provided an overview of all of our accounts, what they are used for restrictions, etc. She will provide an email to the Trustees with written information about each account.
- Ellen indicated that we will need to vote at our next meeting as to whether we wish to rollover the 12 month CD for the Capital Improvement Fund

Friends Report:

- Nancy provided a report on the Friends activities
 - The Book Sale table at the Farmers Market will be eliminated but will post a sign directing folks to the ongoing Book Sale at the Library from 10-12 on Saturday
 - Annual Books and Beyond Fall Foliage sale will be scaled back to just books puzzles and ephemera. Book donations are being accepted and reviewed and are being stored on the Library porch. Set up will be on October 1. Sale Hours will be Friday 2-7 and Saturday 9-3. Clean up will be on Saturday.
 - Crafts and Conversation group will be raffling another one of their beautiful afghans to benefit the Library
 - Librarian/Trustees will take lead for opening and depositing funds made out to Library. Information will be provided to Friends and they will write Thank You notes. Friends will continue to handle proceeds from Book Sales and send out relevant Thank You notes.

Updates/Past Action Items:

- Thermostats have been installed.
- Alissa checked with the Fire Department regarding blocking the one exit to accommodate new bookshelves. They said we should contact the State Fire Marshall.
- Anne reported that she may have identified alternate space by the Kiddie Kitchen if the doorway idea does not work out.
- Anne extracted patron information from system for Annual Appeal and will provide to Alissa and Erik
- Deb had provided everyone with an email summary regarding Ginny's plaque acknowledgement. Emily is happy with the bookcase idea and the plaque.
- Anne indicated we may wish to make the bookshelf mobile to make it easier to reconfigure the room as needed. Kirsten will donate time and materials for the plaque as long as it is not too complex.
- Ellen and Diane indicated they will need one more meeting before providing an update on Endowment Policy recommendations.
- Ellen made a motion to remove the restraints on the Endowment Fund which would require us to maintain a minimum balance. Kirsten seconded and after brief discussion, the motion passed.
- Diane has not heard back from Rural Edge but Peter has confirmed he will not pursue the matter further without including Diane in relevant meetings/discussions.
- Erik brought the old Library TV to the dump as requested.
- Erik circulated changes to the Librarian Job description including changes related to how the title of Library Director will be granted. The Job Description will be brought to the next meeting and will be signed by Trustees at that time.
- Nichole has not yet provided available dates if/when the Meadery might be used for the Trustee brunch.
- Ellen still needs to schedule some time to talk with Nichole further about the Mission Statement. They have not yet been able to meet due to busy schedules.

New Business:

- **Collatable Printers** – Kirsten did some research on collatable printers. Most were in the \$120-\$350 price range. Brother and Canon were the ones she suggested we consider. Trustees thought that the funding may be able to come from Friends. Kirsten indicated she would like one of the other Trustees to review her information and report back. Erik agreed to do this and report back at the next meeting.
- **Librarian Evaluation** – Evaluation is to be completed in August after next Trustee meetings. It was suggested that a newer Trustee be partners with a more experienced Trustee. Nichole and Deb were nominated. We will confirm with these Trustees if they would be willing to do this at next meeting
- **2016 Budget** – Anne indicated that she would like to make the budgeting process this year a little less stressful. Last year, she was part of the subcommittee but there were separate discussions/decisions regarding her salary apart from the official subcommittee meetings. She wants to avoid discomfort for everyone and communication gaps this year by making sure that we iron out some of the potential issues in advance. Board agreed to discuss recommendations for Anne’s salary prior to the actual budgeting process with the realization that the budget may restrict our recommendation. The Board will try to discuss after next meeting.
- **Annual Appeal Letter** – Alissa completed the letter and Trustees provided their feedback. Feedback was positive and everyone liked the community/homey tone of the letter. Erik volunteered to help produce the labels.
- **Trustee Involvement** – Alissa reminded Trustees that we are seeking to expand their regular involvement in the daily operations of the Library by asking them to come in an hour early before the Trustee meetings on a rotating basis. Alissa came in early this month. Erik volunteered to do so next month.
- **Front Desk Saturday Coverage** – Susan will be unavailable to volunteer on August 22 & August 29 due to travelling. Kirsten volunteered to cover on August 29. Erik volunteered to cover on August 22.

Meeting Adjourned:

- Meeting concluded at 9:25 PM.

Action Items (To be reported at next meeting)

Anne	Will provide patron list information to Alissa/Erik
Ellen	Provide written summary of accounts, restrictions, etc. to Trustees
Ellen	Set up weekly meeting time with Lisa to implement new Trustee sign off process
Erik	Will bring final copy of Librarian Job description to next meeting for sign-off
Erik	Review collatable printer information provided by Kirsten and report back at next meeting
Erik	Produce Annual Appeal Labels
Erik	Come in an hour early prior to next Trustee meeting
Erik	Front desk coverage on August 22
Erik	Will revised Appeal letter to add picture/graphic
Kirsten	Will check with State Fire Marshall about using blocked exit.
Kirsten	Front desk coverage on August 29
Nichole	Will provide available dates for Meadery to be used for Trustee brunch.

