

# Library Trustees Meeting Minutes

November 9, 2015

**Present:** Nichole Wolfgang, Ellen Cady, Erik Volk, Kristian Connolly, Anne Hatch, Diane Kreis (via phone)



**Absent:** Alissa Smith, Kirsten Murch

Meeting began at approximately 7:05 PM.

- Agenda was reviewed and approved. No amendments were made.
- Ellen motioned to approve last month's minutes. Kristian seconded and the minutes were approved.
- **Financial Report**
  - Ellen provided a Financial Report. (Copy of report is included on following page.)
- **Action Item Updates**
  - **Trustee Brunch** - Trustee Brunch was very successful. Nichole thanked all Trustees who volunteered assisted with effort. Anne read a Thank You note from Toni thanking us for holding the event.
  - **Librarian Wage Correction for Town Report** – Ellen is still following up on Linda Nunn.
  - **Thank You Notes For Copier** – Nichole is still following through on this.
  - **Trustee Survey** – Nichole is still following through on this.
  - **Open Meeting Seminar** – Alissa and Erik attended. Erik reported on key points of interest to Board.
    - Even if a quorum is present, if a vote is taken, a motion cannot pass unless it represents the majority of the entire Board.
    - Secretary of State recommends keeping copies of all e-mail communication involving a quorum of the Board. Erik recommended an easy way to do this is to set up a generic email for the Library that we can all cc our messages to for recordkeeping.
    - Decisions are not allowed in Executive Session. We must exit Executive Session before making a decision and that decision must be documented in minutes. Minutes are not required for Executive Session.
    - Minutes must reflect the reason for an Executive Session.
    - Minutes only need to include the following:
      - All members of the public body present
      - All other active participants in the meeting
      - All motions, proposals and resolutions made, offered and considered and what disposition is made of same
      - The results of any votes with a record of the individual vote of each member if a roll call is taken
  - **Endowment Policy** – Ellen supplied the suggested language for the Endowment Policy stated as such: *ENDOWMENT POLICY Endowment funds are composed of monies that have been gifted to the Library in the form of bequests or donations. Endowment monies are not meant to be used to fund routine operational activities or salaries. Endowment funds are to be used at the discretion of the Groton Library Board of Trustees. Any requests for release of endowment monies must be voted on and approved by the Library Board of Trustees. The Library Board is responsible for overseeing the use/ investment of all endowment funds. The Library Board alone holds the power to direct investments and distribute money/assets for the Library.*
    - Diane moved to accept the policy and Erik seconded. The motion passed.

- **Trustee Attendance Requirements** – Erik reviewed suggested language for Bylaw changes regarding Trustee attendance and changes were discussed. The following language change was proposed and will be approved/signed off on at next meeting:

*Trustees should make every attempt to attend all Board Meetings preferably in person or alternatively, via telephone conference. If a Trustee has missed three meetings in one calendar year, the issue of that Trustee’s commitment and availability must be discussed at the next available Trustee meeting in order to determine whether they are able to effectively fulfill their commitment to the Board and continue in their role as a Trustee.*

- **Old Business**

- **Budget Concerns** – In Alissa’s absence, Nichole provided a report of immediate concerns regarding the Library budget. Of utmost concern was the fact that the Operating Fund does not contain enough money to continue funding in 2016 without some cuts to the budget or additional immediate fund raising efforts. Enough money remains to fund our current level until the end of the year but only enough funding in the Operating Budget remains for the first 2-3 months of 2016.
  - Much discussion ensued about what items could be cut, the vision for the Library’s future and alternate funding sources.
  - Nichole proposed that we immediately revise our town funding request to request the maximum increase of 1.75%. Erik seconded the motion and the motion passed.
  - Discussion regarding how to address the problem of the Operating Fund was tabled until next meeting or to an earlier meeting focused on this topic.

- **New Business**

- Pet Policy – Recent patrons have brought up the topic of whether the library allows pets in the Library. Discussion ensued and general feeling from the Trustees was that dogs should not be allowed. An official policy was not voted on but Anne will communicate to affected patrons about the Board’s feelings on the issue. If necessary, the issue can be voted on at a future meeting.
- Security – Tabled until future meeting.
- Elevator – Tabled until future meeting

- **Action Items:** Anne brought up concern that some outstanding Action Items were not on the current agenda. Although, the intent was to list only applicable Action Items for the type of meeting (i.e. Policy vs. Procedure meeting), the decision was made that we will keep all Action Items on all agendas.

Alissa	Make arrangements to have chairs cleaned
Alissa	Work with Budget Committee to integrate 1.75% increase into current budget request
Ellen	Follow through with Linda Nunn about correcting Librarian wage in Town Report
Erik	Set up Library record-keeping email account for email communication.
Erik	Follow up on non-profit donation for old copier
Erik	Bring finalized copies of newly revised Bylaw changes regarding Trustee attendance to next meeting for signatures
Kirsten/Ellen	Integrate new Endowment Policy language and prepare for signature by Board
Nichole	Assure that Alissa is informed of 1.75% increase decision
Nichole	Issue Thank You note to Friends for copier/scanner donation
Nichole	Complete/distribute Trustee Survey

Meeting ended at approximately 9:09 PM.

11/9/15

LIBRARY FUNDS:

① AMERICAN FUNDS (formerly "SUN AMERICA")

- LAST QUARTERLY STATEMENT (SEPT. 30, 2015)
- QUARTERLY DIVIDEND PAYMENT ON 9/17/15 of \$142.41
- THIS QUARTER WE HAD A LOSS OF \$1,510.38 (5.87%)
- CURRENT VALUE = \$17,114.82

② LIBRARY OPERATIONAL ACCOUNT (Merchant's Bank)

- THIS MONEY MARKET ACCOUNT HAS AN INTEREST RATE OF 0.05%. THE CURRENT BALANCE IS \$4,361.70 as of NOV 2, 2015.

\*(I MET WITH LISA HART TODAY TO IMPROVE TRANSPARENCY RE "REMOTE DEPOSITS" INTO THIS ACCOUNT AS INDIVIDUAL CHECKS FROM ANNUAL APPEAL DID NOT APPEAR ON STATEMENTS.

③ WELLS RIVER SAVINGS BANK

- CD {
- 12 MONTH "FIXED RATE" (0.30%) C.D.
  - "rolled over" 9/26/15; will mature 9/26/16.
  - current balance is \$30,951.24
  - Interest for last 12 mos was \$185.12

- Money market acct. {
- MONEY MARKET ACCOUNT AT INTEREST RATE OF .25% has a current balance of \$50,747.86 as of 9/30/15.
  - THE AVERAGE INTEREST ON THIS ACCOUNT IS @ \$10.00 per month.