

Draft LIBRARY TRUSTEE MEETING

April 22nd, 2015

Attendees: Linda Coe, Beth Forgione, Beverly Mutrie and Amy Magnarelli were present. John Ashak, was absent. Laura Pouliot attended as the alternate library trustee, and was voting this evening. Richard McDermott was attending as the selectman's representative. Judy Haskell was also present.

Amy called the meeting to order at 4:55 pm.

Trust Fund policy update – Beth has a first draft. She will bring this to our next meeting. Hopefully Frank will be available to attend as well. We might want to schedule a special meeting for this?

MINUTES OF LAST MEETING: Amy motioned to accept the minutes of the last meeting. Beverly 2nd the motion, all were in favor

Acceptance of donations and unanticipated funds for April, 2015

Miscellaneous Income	\$35
Conscience box money	\$6.11
Copier money	\$22
Reimbursed materials	\$39
Total	\$102.11

Beverly made a motion to accept \$102.11 in unanticipated income, Amy 2nds the motion, all were in favor.

TREASURER'S REPORT:

Line 740 (Technical equipment and software) is pretty high for this time of year. That was due to some of the AV equipment? Much of the software is paid up-front as well. Beth will check to make sure nothing was mis-categorized. Line 390 (other professional services) is also high. We had an alarm inspection, and electrical work for the new AV system. These costs should not be recurring. Nothing else was noted on the treasurer's report.

DIRECTOR'S REPORT: Furniture was delivered today. The laminate countertop was the wrong size again! They can use this countertop to finish other bookcases. The right size will be delivered soon. Groups using the library when building is closed- must learn how to close the doors properly. This has been an issue recently. Judy will also contact the company that was supposed to have fixed the door last time; unfortunately the door isn't any easier to close even after they worked on it.

CONTINUING BUSINESS:

Approve updated Meeting Room Policy- Amy said that all the corrections were in the document. Amy makes a motion to adopt, Beverly 2nds, all were in favor.

By-Laws- Judy updated the by-laws to reflect suggested changes, but we did not vote on it last time. Beverly would like to make a few additional changes. She will do this and send them out to the other trustees prior to our next meeting. We will need to vote on this in our May meeting.

Internet Use Policy- was not attached to Judy's email. It was last updated in 2012. Judy will make hard copies for everyone.

ACTION ITEMS:

NEW BUSINESS ITEMS:

Review By-laws

Internet Usage Policy - Under section 5, change jump drive to thumb drive. Laura motions to accept policy with the one change, Amy 2nds, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE:

Barbara sent a note thanking the board for a gift certificate we gave employees for National Library week.

NEXT MEETING: May 28th, 2015

Bev made a motion to adjourn at 5:45. Amy seconded, all in favor.