

**ALLENSTOWN PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
59 Main Street
Allenstown, NH 03275**

JUNE 19, 2018

The June 19, 2018 meeting of the Allenstown Public Library Board of Trustees was called to order by Director, JoAnne Dufort at 4:15 pm.

Roll Call: JoAnne Dufort, Patricia Adams, Jeffrey Venegas, Bobbie Laflamme

Old Business

- I. **Flag:** JoAnne Dufort reported that a new flag has been purchased. Jeffrey (Jeff) Venegas agreed to look into whether the current pole can be fixed with just the purchase of parts, or if a new one will need to be purchased.
- II. **Brickwork:** The library brickwork has been completed.
- III. **Handicap Sign:** Jeff agreed to look into fixing the unstable handicap sign outside of the building.
- IV. **Plumbing:** AJ Leblanc rescheduled the appointment for plumbing work for Thursday, June 21st.
- V. **Passes:** Patricia Adams (Patty) agreed to look into purchasing the museum passes as discussed last month. If the passes are purchased, Patty will look into adding this to the new town newsletter, if permitted.
- VI. **Friends of the Allenstown Library:** Bobbie Laflamme reported that after contacting the IRS, it was brought to attention that the Friends of the Allenstown Library has been disbanded and is therefore not recognized as an organization in the State of NH or with the IRS. That being said, the bank account held at TD Bank will need to be closed. JoAnne agreed to look into closing the account. It will be recommended that the Friends of the Allenstown Library donate the current balance in the account to the Allenstown Library summer reading program.

New Business

- I. **Resignation:** JoAnne presented Kate Beanlands resignation from the Allenstown Public Library Board of Trustees. Due to the resignation, there were no May minutes to present.
- II. **Financial Reports:** Patty stated that the annual audit has begun at town hall. She presented monthly expenditures for the month of May, as well as an abbreviated 2018 budget as it stands. The date on the budget was amended to read May 31, 2018. There was discussion on the "water" budget line, and it was noted that an annual inspection was conducted that was not projected. There was also discussion on keeping the Disney Movie Club orders to once a month, to aid in the monthly reconciliations. A procedure was put into place for the monthly reconciliations and checkbook recording. Patty will maintain the checkbook, including expenditures and

direct debit transactions. Patty will reconcile the checkbook monthly. The treasurer, Jeff Venegas, will then conduct a review of the reconciliation and checkbook. Patty will research check #529, which was in question.

On a motion of JoAnne Dufort, duly seconded by Jeffrey Venegas, it was voted to adjourn the meeting at 5:31 pm.

Respectfully Submitted,
Bobbie Laflamme