

**Allenstown Public Library
Meeting of the Board of Trustees
July 31, 2014**

Call to Order

Present: Pauline Boutin, Kim Carbonneau, JoAnne Dufort,

Acceptance of Minutes: Motion to accept the June 28 minutes made by Joanne, seconded by Pauline. Motion passed.

Acceptance of Agenda: Motion to accept the agenda was made by Kim, seconded by Joanne. Motion passed.

Budget

2014 Budget Review: The budget balance is \$18,562. The balance of the grant account is \$9372.65, \$1,300 was moved from the grant account to the non-lapsing account. This reflects funds that were moved originally to provide matching funds for grants. The non-lapsing budget amount is \$1,336.08, An additional deposit was made from Armand Verville for \$50.00 for proceeds from the sale of the old typewriter at his yard sale. This will show up in the next statement. We were informed by Diane that we should have approximately 41% of our budget left at this point. We have 38.78% left but we made the large computer purchases and did the brick work early in the year. The erate rebate is still pending.

- Purchases : Contract agreement for computer maintenance with Best Buy was purchased for \$199.99. This is a one year agreement.
- Hunt Foundation Grant: Per the requirements of the Hunt Foundation, we need to acknowledge receipt of their grant of \$20,401 on their form and deposit the amount in a separate account. An accompanying letter outlining the steps taken to inform the town officials and encourage their support. Joanne will take care of depositing the funds and Kim will draft a letter to the Foundation and send the receipt.

Building & Maintenance

- Efficiency project: Tabled until the rest of the Finlay Grant projects are finished. Must be completed by April 18, 2015.

Library Director's Report

- Jesse Croft: Jesse Croft is being considered as a substitute. His background check is in process.
- Policy Review: The Trustees will each take a copy of the Employee handbook to review before the interviews.
- Technology Update: Two of the three computers are out of order. Two are at Best Buy, one is ready to be picked up. We will have to check with Amber to figure out about the Windows 7.
- Patron management system: Purchased but on hold until we figure out the Windows problem.
- Summer Reading program: Volunteer help needed particularly the second week of August as Patty will be managing the program by herself.
- KBA event: The rocket building event was well-attended.
- Catalog training: SILC training was held in July. Amber attended.

Old Business

- Mrs. Plourde's Memorial: September perhaps with a birthday celebration of the library.
- HTG Program (Humanities to Go) grant approval was received.
A Walk Back in Time: The Secrets of Cellar Holes, 9/25/2014, 6pm
Our share will be \$35.
- Window restoration: Pending

New Business:

- Library hours T TH F 12-7, Sat 10-2 2 hours for grantwriting beginning when the new director begins.

Next Meeting: August 14 @ 1:30