

Library Trustee Meeting
4/16/19, 4:30 pm

Present: Betsi Randlett, Mike McGeehan, JoAnn DuFort, Kathleen Pelissier, Jeff Venegas

Items:

- Meetings will start at 5 going forward.
- \$500 went into the “Hunt” account at the bank.
- Betsi accidentally payed out money from the “non-lapsing” account that should have come from another account. Money will be shifted to correct this.
- Betsi gave Jeff a check to deposit from a Walmart grant she received.
- Board updated the Library staff wages. The board unanimously passed the changes.
- Jeff and Mike each have a key. The third one (to go to Kathleen) is missing. Jeff will contact former trustees to see if he can locate it. Future policy will include that trustees have to sign off that they received a key.
- Mike and Jeff will continue to try to resolve the flag pulley issue.
- The handicap parking sign that got plowed over will be placed closer to the building to prevent future mishaps.
- Kathleen has been in touch with a master gardener who may volunteer services around the town.
- Jeff would like to consider getting a new sign to go out front.
- Going forward Jeff will create agendas for trustee meetings. Kathleen will post notices of these meetings and agendas at Town Hall.
- Jeff will add Kathleen to all library bank accounts as she is treasurer.
- Sample minutes (template) was provided, going forward, Mike will try to adhere to that format.
- Kathleen proposed that Betsi become a Notary Public as there are very few in town and it would be a good service for the Library to provide. Cost would be \$75 plus whatever the stamp costs. The board unanimously passed it.
- Personnel rules need to be reviewed and employee handbooks need to be updated.
- Library policies need to be reviewed. It was suggested that the trustees try to review several each meeting.
- Kathleen suggested Betsi attend the town Department Heads Meeting occasionally. These occur biweekly at 9 a.m., at Town Hall.
- Jeff suggested that the Library become involved in the town newsletter.
- Kathleen brought up warrant items and, specifically, that there is nothing on how we can accept donations of personal property (valued over \$5000). We will get it onto a future ballot.
- Kathleen asked if we needed an investment policy?
- Kathleen will investigate whether Library Trustees are bonded.
- Kathleen will investigate whether the Library is covered under town insurance.
- Library currently has credit cards for Walmart and Home Depot and would like to acquire one for Amazon.
- The board discussed funds disbursements, Kathleen will try to get a quarterly forecast.
- All reviewed the Director’s report.

- Betsi participated in a local Education Showcase and was able to sign up some new Library patrons using a tablet.
- Jeff will be working with the Elementary school and Junior High to help children download books onto their tablets.
- Jeff will look at the storm door to try to lessen its slamming and to figure out how to replace the glass with a screen for the summer.
- Betsi remarked that work done on the boiler appears to have been effective.
- Betsi stated she got rid of the second phone line (unused) and the money saved will be allocated to books.
- Next meeting is scheduled for 5/21/19 at 5 p.m.
- Meeting adjourned at 6 p.m.

Minutes by Mike McGeehan