**Approved October 2016 Board of Trustees Draft Minutes**

**Attending:**

Rachel Alexander: A; Mike Brochu X; Betsy Bloomer X; Heather Cooper A; Hurley Cavacas X; Anita Duch A ; Sherri Durgin-Campbell X; Doris Farenkopf X; Joan Gamble X; Kay Jones X; Jude Endrizal X; Betsy Reddy A; Cathy Reynolds X ; Stephanie Romeo A; Abby Noland X; Randal Smathers A; (X is present, A is absent)

Board of Directors. Heather is moving into president’s role - rest of slate is the same. Joan proposed and Rachel seconded. All in favor Unanimous.

Heather assumed the President’s seat.

**August Minutes**:

**Approval of August and September minutes. September minutes corrected to reflect that Doris not here. Joan moved to approve the minutes as corrected. Seconded by Cathy Passage unanimous**

**Monthly Financials:** Cathy presented the financials. A lot has changed due to the new accountant. Balance sheet total running 1.9 million instead of 6 million plus. He removed the Fox Fund from the balance sheet. This is money we actually have. Do we need to document the removal for posterity on the balance sheet asked by Joan? Cathy will ask that there be a paragraph of all changes so that there is historical documentation. Doris asked for a yearly report of the balances at the annual meeting or year end report.

Receivables is about 40,000 dollars that is really owed to us and can now be tracked.

Betsy R. Asked about Grants. Cash in for July 1. Cultural grant pays out at the end of the project. The full number for pension and employer share of fica are all we are showing in our financials. We will overspend our budget because of the clarity brought by new accountant and best practices. We are depreciating our materials collection monthly instead of annually.

Motion to accept Financial report by Kay Seconded by Cathy Passed unanimous.

**Assistant Director Report**:

 Randall working on computers. Windows 10 has a nasty bug. Working hard on making the software work.

**Director’s Report**

**Abby passed around Janel’s newsletter. Abby thanked the boardfor the cash for the transfer of data to the new system. It cost less than estimated, only cost 200 dollars.**

**Steve Stitzel was contacted regarding the contract matter and he is doing it no charge. This is theMedicare issue.**

**The library won the bill of rights display contest.**

 **Abby and Staff weeded through magazines to consolidate magazines not circulating at all. Magazines will be eliminated from the pass through making it more ADA compliant.**

**We are required by our insurance company to address the railings concerns. We will be exploring the option of putting plexiglass or sound deadening panels at the railings to solve the problems.**

**The staff was wondering if they can waive fines during the month of November for veterans if the veteran has proof of service. Proposed Cathy the program and also making it an annual event in honor of Veterans day.**

**Motion Cathy to pass second by Jude**

**Committee Reports**

**Development Committee Report: Betsy**

Heard from Katrina Clark. She will do the layout as in past years. Mailed everyone the annual appeal letter. Identified two weekends for Mini golf potentials and they will commit next week. Will not be a development next Week.

Date was chosen to review donor lists. Only 4 board members attended. Added some names.

**Building** **Committee** **Report:**

Discussed Elizabeth’s proposal, energy plan and railings plan

**Executive Committee** **Report**: **Met briefly-we still need of two members. Betsy B. was going to ask Gwen Flewelling, and Lisa Ryan . Discussion about need to match areas of expertise such as grants, context and business knowledge. Please refer names to Abby.**

**Finance** **Report**: **Cathy Moved; Joan Seconded Hurley; All Say Aye; Motion passed**

Presented. Budget. Market is up. Proposed budget. We are asking towns for 5% increase. The. 5% came from our needs and a discussion with the Mayor. Rec committee can reduce but not increase the proposal. Running a negative 15,000.00 . If we don’t get the increase Abby has been asked to figure out how this will impact the library. Jude asked if it would help to talk to Cindi Wight to explain why that number is where it is. The board advised that this might be a good idea. The Union obligations are built in. Motion passed. Cathy made the Motion Hurley second unanimous.

**Personnel Committee:** Abby’s review being tabulated.

Presented updated job description for Library Director and Assistant Director. Changes were suggested.

Steve Stetzel has been contacted and agreed to work on the union contract dispute.

**Policy and Planning** **Report**: **Policy for Resident and non resident Library card privileges policy changes: Cathy proposed. Kay seconded. Passage Unianmous.**

**Old business. Betsy Reddy annual meeting is a missed opportunity. We should have an attractive activity at the same time.**

**New Business:** It was suggested that the annual meeting be combined with the Friends annual meeting and a speaker or activity be added to attract the public.

**Adjournment:**

Abby and Mike recognized the work done in committeee. Heather’s goal is to keep meeting to 1 hour. Focus is on what you need from the board to streamline the meeting.

Betsy moved the meeting be closed. Rachel seconded and passage unanimous.

Submitted by Secretary Sherri Durgin-Campbell