

## **LIBRARY TRUSTEE MEETING**

draft minutes

**December 21, 2017**

Beverly Mutrie, Beth Forgione, Amy Magnarelli and Linda Coe were present. Laura Pouliot was attending as the alternate and will be voting this evening. Beth needed to leave the meeting at 5:45 p.m. Barbara Tosiano and Richard McDermott were also in attendance.

Amy called to order at 4:33 p.m.

### **MINUTES OF LAST MEETING:**

Laura makes a motion to accept minutes, Amy seconds, all in favor.

**Acceptance of donations and unanticipated funds for November, 2017** \$397.50 for this month. Beverly motions to accept \$397.50 in unanticipated funds, Linda seconds, all in favor.

**TREASURER'S REPORT:** We are in good shape for the end of the year. Benefits may come in under, so if that is the case we will need to return some of the salary money to the town at the beginning of the year. We have encumbered funds to pay for the door and generator. The doors will be ordered ASAP, and when there is a break in the weather they will be installed. We can use donation money to pay for the lectern next year.

**DIRECTOR'S REPORT:** Circulation is still going up. Barbara sent us a draft of the annual report, but needs to update the numbers at the end of the month. In the annual report, Barbara mentioned recent staffing changes; Joanna is replacing Carol C., and the passing of our long-time employee, Joan Deveney. We received a \$100 donation in Joan's name. The staff is trying to think of a fitting tribute to Joan's memory. Suggestions discussed by trustees are to sponsor a kid's art class or maybe displaying a piece of Joan's art? Barbara will also add something to the annual report that we are continuing to see a savings in energy costs due to recent electrical upgrades with LED light fixtures. The Santa Party and the Polar Express story time were both well attended.

### **CONTINUING BUSINESS:**

Side Door Replacement- pending

Generator- Amy sent out a spreadsheet with generator comparisons. Beth got a used propane tank for \$300. She suggested this may be a way to save some money. If we buy the tank, we can shop around for propane vendors. Laura discussed various tank options with the building inspector. Tanks with a fireproof outer coating can be 18 inches from a combustion source. It also needs to be 8 feet away from an opening into the structure. The generator has to be 10 feet from the tanks. Trenching is pretty expensive as well. The location is an issue, as there is no good place to put all of this equipment. After much discussion, we decided that we may be able to put everything out near the shed and then run the electric line underground to the building. All of the quotes include a cold weather package to keep the oil in the generator from freezing up. A couple of the providers do not pull the permit, we would need to do that. The crushed stone base should be ok for the generator, but we would need tank pads for the propane tanks.

Display Case arrived- books are on display.

AED unit arrived-it has been installed in the community room.

Lectern- Beverly had a suggestion for an alternative vendor for the lectern. We should go to Bestlecterns.com to see some examples. As Judy was not present, we can postpone discussion until next month.

**ACTION ITEMS:**

**NEW BUSINESS ITEMS:**

Year-end budget assessment (see Treasures' report)

Town Annual Report-done, except for final numbers to be filled in at the end of December.

**Meeting Dates for 2018: 4<sup>th</sup> Wednesday of the month at 5 p.m.**

Trustee Timeline for 2018: Policies that need to be worked on- Inclement weather policy in January, Safety and Security in February. In March we can do the behavior policy. We should discuss gardens in April. We can discuss survey results in January after results have been compiled. Volunteer policy can be discussed in May. In July we start 2019 budget.

**NON-PUBLIC SESSION:**

**PUBLIC COMMENT:**

**CORRESPONDENCE:** Amy read thank you cards from Barbara and Carol.

**NEXT MEETING:** **January 24, 2018 at 5 p.m.**

Beverly made a motion to adjourn at 5:55 p.m. Laura seconded the motion, all in favor.