

Libbie Cass Library Trustees Meeting
November 29, 2023

Call to order by Joyce Guinther, Alternate Trustee acting as Chair, at 11:45 AM in the Libbie Cass Library

Roll call: Janet Roberts (Treasurer) and Annika Munholand (Secretary) as Trustees; Joyce Guinther (Alternate Trustee, acting as Chair); Selectman Poul Heilmann; Head Librarian Laura Pauling; missing Maryanne Petrin (Chair).

Review/acceptance of prior meeting minutes: Janet approves the minutes from the prior meeting. Annika seconds. All in favor 3-0. Minutes from previous meeting accepted.

Treasurer's report:

Report available for review at the main desk of the library. Janet states that the balance in the Day-to-Day account is at \$4,550.52; the Scholarship account is at \$5,383.17; and the General Fund account is at \$34,103.85. Janet reports opening an 11 month CD for \$10,000, at a 5% rate interest. She will open another \$10,000 CD in another 1-2 months.

Trustees discuss the amount of funds remaining in the Day-to-Day account which need to carry the library expenses until the yearly budget funds are received. Last year the funds of \$16,525 from the town budget were given to the library in April. Poul suggests writing a letter to the Town Office as a reminder to remit yearly budget funds in March.

Selectman's report:

Poul reports that the Tax Bills were mailed out. He also states that the Selectman are now in the process of doing the Capital Improvement Planning. The highway department needs to replace a truck, and a new police cruiser is also needed. Poul states that Don Hill has stepped in as an interim selectman until the March Town Elections.

Librarian's report:

Laura states that the number of visits to the library has slowed down this fall. The circulation dropped to 336 in October from 410 in September and 504 in August. The winter session for storytime has started.

Laura will be purchasing a new lightbulb for the outside light.

Laura mentions that Greg and Jim cleaned out the New Hampshire room in the basement of the library. Greg was inquiring about having a key to the library so that he can access the NH room to process and document all the historical society archives during times when the library is closed. The Trustees agreed. Laura will follow-up and inquire about needing a security code.

Laura presents a proposed budget for 2024. The budget was reviewed by the Trustees. Compared to last year's budget, slight increases were made for the books and supplies, the planned programs, the museum pass program, the utilities and the subscriptions. Janet makes a motion to accept the \$19,903 proposed budget for 2024. Annika seconds. All in favor 3-0.

Public comment: None.

Old Business: None.

New Business: None.

Next meeting date: Wednesday December 27th, 2023 at 11:30 AM in the library.

Adjournment: Meeting adjourned at 12:26 AM.

ACTIONS: