

TRUSTEES MEETING

**MINUTES FROM MEETING 3-7-17**

Meeting was called to order Tuesday 3-7-17 at 1:10 P.M. by Barbara Cooper. Art Bobruff, Joyce Guinther, Jennifer Carson and Happy Callaway were present. Roll call took place. We reviewed the agenda for 3-7-17. Art made a motion to approve agenda. Barbara seconded the motion and motion was approved by all. The review and approval of minutes from the previous meeting 1-31-17 were accepted with minor corrections. Motion was made by Art and the motion was second by Barbara and motion was approved by all.

**CORRESPONDENCE**

Sent thank you note to Sarah Parker Cave owner of Gourmet Garden for her \$25.00 donation to the library.

**OLD BUSINESS**

TO DO LIST

Barbara – provided Taiko drumming contact info to Jenn – Jenn sent e-mail to the group 3-6-17 waiting reply.

Art - Get written confirmation from Steve regarding known source where the \$30,000 from Mascoma CD came from. Art did get a response and will e-mail to all who were present at this meeting. Also called Terry Knowles and she suggested tracing where the money originated from and how accumulations got to the \$30,000 which Joyce is working on and will take a little time.

Update from building use committee – no update at this time.

Alternate trustee search – Jenn sent e-mails for alternate, no response as of yet

Signs for the library – Jenn looking into library signs, size and color

Renovation plans for the library – Funding year 2016 dated 12-17-16

Fairpoint phone bill --- pending still as last minutes

Friends of the library – status, next steps – Still looking waiting to hear from Sue or Janet who are friends of the friends for some response

**CATALOG AUTOMATION PROJECT** Pulling in the last stragglers training Saturday 3-11-17

**NEW BUSINESS** Library card design – Kids design was accepted, but the back of the card for adults needs the font size to be changed so it is easier to read. Distinguishing between items which should and should not require / desire trustees' input.

If there is any way to use funds budgeted previously but not spent for cards, etc. Catalog money.

What issues can be decided by e-mail rather than in public meeting - Art  
Common sense issue by issue or agreement by ( 2 ) trustees

Library coffee pot ----- As of 3-7-17 it has been moved to the kitchen downstairs in the - Jenn  
in the library.

Scholarship application - status - Jenn  
The library is accepting scholarships through April 1, 2017 They can be found at the library or the website. This scholarship is open to any Springfield resident who wants to further their education with college or a trade school. Applications have been sent to the high school.

Library Director Annual evaluation – review format, set dates - Barbara  
No date will be set for this years library director annual evaluation, due to the announcement that the trustees received at this meeting, that Jennifer will be leaving her position as Librarian to relocate to Michigan with her family.

Library personnel policies – review newly formatted version - Barbara  
was reviewed and corrections where apply, will be handed out when update is finished, and will be handed out to all that apply.

## **ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:**

**STRATEGIC PLAN UPDATE** - Barbara

**EVALUATE OUR MEETING FORMAT – ORDER OF BUSINESS, ETC.** - all

**WHAT DO THE TRUSTEES AND LIBRARIAN WANT THE FRIENDS TO BUY NEXT?** - all

## **REPORTS**

### **COMMITTEES: FRIENDS OF THE LIBRARY UPDATE**

No update at this time, but since the president of friends retired and no communication has transpired Jenn will be attending the Town Meeting on 3-18-17 she will be announcing that Libbie Cass library is looking for “friends” especially a president who could start things rolling again.

### **LIBRARIAN REPORT - Jennifer**

Build a better world, Conservation Organization in May. Community Services opportunities. Slips made. Library has 11 library book bags which can be used as prizes. Also tickets to the New London Play House and gift certificate to ice cream ( route #103 in Sunapee or Newbury not sure which town it is in. ) Need deep shelves for non – fiction books. Did more checking

into the Library of Congress and found out you need someone in Washington or State Representatives and three names on a list of congregational office holders. Also the New London Food Bank was brought up at this meeting. The library has a bin in the vestibule for donations to the food bank. Since there has not been much activity with donations to the bin we will be advertising in the Inter-town.

### FINANCIAL REPORT

TYPE OF ACCOUNTS	NAME OF BANK	CURRENT BALANCE
Operating expense	Lake Sunapee	290.19
Tax Money		
General Library Funds	Lake Sunapee	7871.76
Copy & Fax Fees		
Donations		
Grants		
Scholarship Fund	Sugar River	3811.25
Consist of:		
Book Sales		
Donations specified		
CD Accounts	Mascoma	30,102.00

Sugar River as of 2-1-17, Lake Sunapee operating as of 2-15-17, Gen.Library Funds as of 1-31-17  
 CD @ Mascoma as of 11-16-16 - closed out and was deposited as cash in the LPL Investment account

## **ACTION ITEMS**

### **TO DO LIST**

**ART** - E-mail copy of Steve's reply to all trustees pertaining to the \$30,000 CD came from.

**BARBARA** - E-mail Jeff Milne about any update on the building use committee.

### **ADJOURNMENT**

Joyce made a motion to adjourn the meeting, motion was seconded by Art, all approved.

Meeting was adjourned at 3:12 P.M.

Next meeting is Tuesday 3-28-17 at 5:00 P.M.

Respectfully submitted

Joyce Guinther ( Secretary )