

TRUSTEES MEETING

MINUTES FROM MEETING 7-25-17

Meeting was called to order Tuesday 7-25-17 at 5:03 P.M. by Art Bobruff Vice President for Financial Planning and Fund Raising, meeting at 5:04 P.M. was taken over by Barbara Cooper President, Happy Callaway Alternate Trustee, Joyce Guinther Treasurer/Secretary, Dick Hendl Selectman were present. Roll call took place. We reviewed the agenda for 7-25-17. Art made a motion to approve agenda. Joyce seconded the motion and motion was approved by all. The review and approval of minutes from the previous meeting 6-27-17 were accepted with minor corrections. Motion was made by Barbara and the motion was seconded by Joyce, motion was sustained by Art.

SELECT BOARD REPORT – In reference to the broken window by the air-conditioner Sunapee Glass looked into the repair and came back to repair it but since the air-conditioner was not out of the window, they have to come back, the air-conditioner is now removed from the window and ready for repair. The repair is being paid for by the town of Springfield.

CORRESPONDENCE - Barbara e-mailed Jennifer -past librarian a letter of recommendation which she had requested. Joyce also sent out thank you notes to two of the scholarship winners for sending the trustees a thank you for their award.

OLD BUSINESS - Art, Joyce and Barbara working on report in reference to how \$30,000 CD was acquired, waiting report from Terry Knolls.

Library bank accounts (restricted vs unrestricted) - update this is still open and on going.

Signs for the library – update – pending - Cheri

Old Home Day participation – summary - Barbara, Art

The library had a float – Barbara was Queen Of Hearts from the book Alice’s Adventures in Wonderland and Art was the Tin Man from the book The Wonderful Wizard of Oz by Frank Baum. It looked like everyone enjoyed the float – people were smiling. The library had two tables on the field, with free books and Barbara noticed at least two patrons were looking. Book sale dollar amount was not given at this meeting since Cheri the librarian was not present. Should have update at the August meeting. Discussion needed on our book sale. Follow up with Cheri. Concerns – Better organization for next year’s book sale.

NEW BUSINESS -

Regional Library Trustees meeting in Wilmot – summary report ----- Barbara

There were 20 people who attended this meeting. Renovation was done at the Wilmot library and was funded by a single donor. Cost of this renovation was \$55,000. Discuss was on funding,

how to get adults and children more involved. Question was brought up, do other libraries use volunteers? Linda at Wilmot said small libraries use more volunteers than paid staff. Need policy for checking out books.

PROPOSED CHANGES TO VOLUNTEER JOBS --- OPEN

Cheri

Since Cheri was not at the meeting

ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:

STRATEGIC PLAN UPDATE

Barbara

EVALUATE OUR MEETING FORMAT – ORDER OF BUSINESS, ETC

- ALL

REPORTS

Committees: Friends of the Library update – Anieke accepted President- which is a great plus for our Friends group.

LIBRARIAN REPORT - Cheri was not present at this meeting but left the trustees a written report as follows:

In the past month we had about 20 people participating in the Summer Reading Program! Had an excellent turnout last week at the VINS program, total of 20 attendees. Tomorrow 7-26-17 is the last day folks can log their reading and Saturday 7-29-17 is our final party from 10 to 11 A.M. Program turnout has been low this month, so I think our focus should be on heavy marketing for the Fall. Our first volunteer meeting will happen this Saturday 7-29-17 at 11AM - 12PM. We'll cover safety/security, new hours / scheduling and projects. I have compiled a list of suggestions for the hours and budget for a new staff member. Please take a look and confirm with me via email the hours you decide on so I can post them. I hope to start the new hours Monday 7-31-17 (next week). In the past month, I have processed over 100 new books between Adult Fiction, Adult Mystery, Adult Non-fiction, Middle Grade Fiction, YA Fiction, Picture books and J Non - Fiction. I have processed 10 new DVD's I have caught us up on many of the popular new releases from the past several months. I will begin a collection development schedule in August that will allow me to work at a slightly less harried pace on processing and have asked Baker & Taylor to quote me a price on having them do the plastic wrapping on the book jackets instead of me. I will get back to you, but unless it's more than \$3.00 per book, I think it will be worth it – currently, wrapping each book jacket increases book processing time from 10 minutes per book to 15 minutes per book, which doesn't seem like much until I have a stack of 30 items. I have started re-cataloging the DVD's so that they are in genres rather than all mixed together. Take a look!

NOTE: The Trustees agreed at this meeting to keep current hours as posted for now. Requesting a summary of date gathering by date and by hour. Are not making any hour changes now.

FINANCIAL REPORT

TYPE OF ACCOUNTS	NAME OF BANK	CURRENT BALANCE
Operating expense	Lake Sunapee	9851.91
Tax Money		
General Library Funds	Lake Sunapee	8108.09
Copy & Fax Fees		
Donations		
Grants		
Scholarship Fund	Sugar River	11519.71
Consist of:		
Book Sales		
Donations specified		
CD Accounts	Mascoma	30,223.03

Sugar River as of 7-31-17, Lake Sunapee operating as of 7-16-17, Gen. Library Funds as of 7-31-17
CD @ Mascoma as of 11-16-16 - closed out and was deposited as cash in the LPL Investment account.

Mascoma CD Account as of 6-30-17

ACTION ITEMS

TO DO LIST

ART – Working on how the \$30,000 CD was acquired.

JOYCE – Working also on how the \$30,000 CD was acquired.

BARBARA - (1) Update Ingrid on the renovation plan

(2) Follow up with Terry Knolls

(3) Update Cheri on the library's renovation plan.

CHERI - (1) Complete the telescope agreement. Top priorities for August

(2) Ask state about second street sign.

ADJOURNMENT

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

Meeting was adjourned at 6:20 P.M.

Next meeting is Tuesday 8-29-17 at 5:00 P.M.

Respectfully submitted

Joyce Guinther (Secretary)