**Library Trustees Meeting December 18, 2018**

Meeting called to order 1:00 by President Art Bobruff

In attendance: Trustees Art Bobruff, Joyce Guinther, Greg Bruss, alternate Happy Callaway

Head Librarian Laura Pauling Selectman Dick Hendl

Agenda review motion to accept Joyce seconded Greg vote to accept 3-0

Previous Meeting minutes review motion to accept Joyce, seconded Art vote to accept 3-0

**Selectman Report**:

Dick wished to recognize Laura for the Volunteer Appreciation get together it was a successful event.

Budget process started. Selectmen will soon finalize dates for presenting proposed budgets including the Library budget. The budget will need to be reviewed by Selectmen and then the Budget Committee.

**Correspondence** none

**Public Comments**: The issue of inclement weather and when to close the Library was discussed. It was once again stated that the Library follows school closure guidelines and will post the closure notice on the Library website.

**Old Business**

There was a continuing discussion on where to locate the second Library sign. A search for the original letter granting permission to help identify acceptable sites. Letter got misplaced when Library directors changed. The Four Corners option needs to be checked out for property owners permission and feasibility . Greg will consult the Town Office to identify property owners and see if there are any objections there.

LPL forms do need SS# was the response to Art’s inquiry about that issue. New forms for signing are needed to complete the process.

Old Home Days participation by the Library was discussed. It was agreed to pursue having a puppet show as part of the Summer Reading offering and as this is an on going program. Motion by Joyce to have the Library pay the cost of the puppet show to be included in the Old Home Day program. Seconded by Art. Vote to accept 3-0

**New Business**

Joyce offered a preliminary look at the potential budget proposal. May ask for an 8% increase from $18,000 this year to $19,365 for next year. Still needs to be looked over and firmed up for buget hearings after Laura forwards the suggested budget to Trustees for further study and a follow up meeting scheduled to take care of remaining details. Meeting of Trustees to set the budget proposals set for Thursday January 10.

Secure storage of Certificates of Deposit was discussed. Joyce made a motion to ask the Town Office to place the CDs in the Town safe for better security with copies made for library records. Art seconded. Vote to accept motion 3-0

**Friends of the Library** no report at this time

During financial report questions came up about renewing Catalogue subscription service will be looked into as part of budget figures.

**Library Directors Report** Laura informed the Trustees that the on -going children out reach through the Lego Club and Story Time continue to deliver positive public relations for the Library in bringing families into the Library and serving the community’s young people.

**Action Items**

\*Art will obtain new LPL forms for signing and submission. There also will need to be discussion on the future CDs and their use.

\*Greg will check with Town Office to identify property owners and best location on 4 Corners road. Will contact owner for permission as needed.

\*Laura will email an updated budget with figures broken down for analysis of new spending proposals. As part of that Laura will contact Apollo Catalogue Systems about billing rates for 2018 for budget.

\*Joyce will inquire into having the Town Office store the CDs in safe for security.

Greg made motion to adjourn Art seconded vote to accept 3-0 Meeting adjourned 2:48pm