

Libbie Cass Library Trustees Meeting
May 27, 2021

Call to order by President Maryanne Petrin, 9:48 AM in the Protectworth Room

Roll call: Maryanne Petrin (Chair), Joyce Guinther (Treasurer) and Annika Munholand (Secretary) as Trustees; Alternate Trustees Lynne Bridges and Jamie Crosby; Selectman Dick Hendl; Head Librarian Laura Pauling.

Review/acceptance of prior meeting minutes: Agenda moved by Annika, seconded by Joyce; all in favor 3-0. Minutes from previous meeting accepted.

Treasurer's report:

Handout available at the main desk of the library. Joyce reported that the Day-to-Day account shows a difference of \$221.43. She will look through the deposits and withdrawals to find the error. The CD of \$20,456.21 was cashed in and deposited in the General Library Fund account in May. It is currently not shown in the Treasurer's report. \$3,785.00, received from S. Klein, was deposited in the Scholarship Fund account.

Selectman's report:

Dick mentioned that there will be no official Memorial Service this weekend. However, flags will be available to be placed at the monuments.

Librarian's report:

Laura stated that the event on Zoom about Loons was a success: 5 people had officially registered, but 18 people showed up for the event. She also mentioned that the number of people using the library has slightly increased. Some people have returned after not visiting the library for one year. Laura is planning a Bird Bingo as part of the summer program. This will begin around June 15th and run for the summer.

Public comment: None.

Old Business:

-Fundraisers: The Recreation Department is putting on a Town Wide Yard Sale on June 5th. Maryanne had suggested that we could ask for donations and put up a table to raise money. The idea was declined since the event is too close and it will be difficult to get everything together on time.

New Business:

-ARPA Grant: Laura explained that the intent of the grant is to meet the needs of the community. The library can receive a grant of \$2800. The application is due by June 18th, and the funds need to be used by August 31st of this year. Lynne mentioned that the funds could be used to purchase graphic novels which are well-liked by the young. Also, the library selection of books on CD is limited, and could be expanded. Maryanne mentioned the purchase of a smart TV to replace the current old large TV. Another suggestion was offered by Jamie. She suggested to reach out to the community through the community web page.

-Audit findings and new policy for purchases and expenses: The control process for purchases policy was reviewed. The decision was to keep all invoices in a binder with monthly dividers. Invoices will need to be initialed by 2 people: a trustee should sign the order form, as well as the person placing

the order. If the treasurer signs a check for the order, then she/he cannot sign the order form and it should be signed by another trustee. Laura will sign for the purchase, then Joyce will sign as well.

Closed session: Review and approval of scholarships.

Next meeting date: June 24, 2021

Adjournment: Meeting adjourned at 11:11 AM.

ACTIONS: Joyce will look for a binder that she may have at home for invoice storage use. Otherwise, Maryanne will purchase a binder with monthly dividers.