

**LIBRARY TRUSTEE MEETING MINUTES (FINAL)**  
**December 17th, 2015**

**Attendees:** Beverly Mutrie, Linda Coe, John Ashak, Amy Magnarelli, and Beth Forgione were present. Judy Haskell and Barbara Tosiano were also present. Richard McDermott was attending as the selectman's representative. Amy Called the meeting to order at 5.

**MINUTES OF LAST MEETING:** Beverly made a motion to approve the minutes of the special budget meeting held on Dec. 1 as amended. Beth seconded the motion, all were in favor with Amy abstaining. Amy made a motion to approve the November minutes. John seconded the motion, all were in favor.

**Acceptance of donations and unanticipated funds for November, 2015**

Miscellaneous income	\$345.50
Conscience Box Money	\$11.47
Copier Money	\$10.00
Donations	\$20
Total Income and Donations	\$394.97

Beverly made a motion to accept \$394.97 in donations and unanticipated funds. John seconded the motion, all were in favor.

**TREASURER'S REPORT:** Beth projected expenses till the end of the year. We need to get an estimate for front doors ASAP, since that was budgeted for and we need to spend the money before the end of the year. Will Lojack can give us an estimate for the door. We may need to put in a warrant article to spend our own money on the roof. John will dig through his notes and see who is available to give an estimate for a metal roof. If there is any leftover money, Beth can prepay our oil.

**DIRECTOR'S REPORT:** Barbara has 3 candidates who she will be interviewing for the library assistant position. This will be for approximately 17-20 hours per week. Amy will send Barbara the update to the personnel policy that discusses vacation time for part timers. New hire should be in place by the middle to end of January.

Judy says Barbara is up to speed on everything she needs to know. Judy is still willing to help Barbara with any questions she may have once she is on her own.

**CONTINUING BUSINESS:**

Credit card from Citizen's Bank- In order to not get late fees on our oil purchases, we need to put it on the credit card. Our current credit limit is \$2,000. Citizen's Bank recommends that we get a

\$10,000 credit limit, but that each person with a card should have a \$3000 limit. Beth recommends that someone on the board has a card as well as Barbara. The oil purchase can be charged to the board members card, without running up Barbara's credit limit. After some discussion, we decided that Beth would hold the second credit card. John made a motion to change our credit card limit as outlined above and add Beth as a second cardholder, Amy seconds the motion, all in favor.

George Augusta painting- Historical society is willing to go ½ with us on the painting. We will each spend \$800 for a total of \$1600. We can work out later with the historical society who will display the painting when.

**ACTION ITEMS:**

**NEW BUSINESS ITEMS:**

Computer upgrades –refurbished computers are on order from Tech Soup. New router has also been ordered.

Goals for 2016- Barbara feels that 4 months is enough time to come up with goals for herself and the library. Beth suggested that we have a movie night once a month in the winter. Beverly would like to see more community activities.

Beth made a motion to adjourn at 6 pm, John seconded the motion, all in favor.

**NON-PUBLIC SESSION:**

**PUBLIC COMMENT:**

**CORRESPONDENCE:**

**NEXT MEETING: January 28<sup>th</sup>, 2016**