

Final Minutes LIBRARY TRUSTEE MEETING
March 24, 2016

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, John Ashak and Linda Coe were present. Laura Pouliot was attending as the alternate library trustee. Barbara Tosiano was also in attendance with Richard Mc Dermott attending as the selectman's representative. Jackson Cruz was attending as guest.

Amy called the meeting to order at 4 pm.

MINUTES OF LAST MEETING: Beverly made a motion to accept the draft minutes of the February meeting, after the spelling on "Public" is corrected, Beth 2nds the motion, all in favor with John abstaining.

Acceptance of donations and unanticipated funds for March 2015

Total unanticipated funds for March- \$89.60

Beverly motions to accept the unanticipated funds, John seconds the motion, all in favor.

TREASURER'S REPORT: not this month

DIRECTOR'S REPORT:

Barbara submitted annual report to state library. CO detectors in the boiler room need to be replaced. They are hardwired, so the company will need do this. We have an estimate from Ted Czyz for painting. The estimate to scrape and paint trim, replace rotted trim with Azek and repair and paint fence around the air conditioning units at the back of the building came to \$6975.00. It was agreed that we should get Ted here sooner rather than later, especially to take care of the rotting trim.

Portland glass was able to fix the lock on the front door. (On the first visit!!) Barbara will call and ask them how much it will cost to replace the weather stripping.

Water Expressions- came to inspect the water filtration system and flushed the tank. He thinks we need to replace the tank. Barbara will clarify whether it is just the media that needs to be replaced, or the tank? He should also supply an estimate for what it will cost.

"Taste of New Orleans" program had 37 attendees. Program was well received.

Library will be closed on Saturday July 2nd.

CONTINUING BUSINESS:

Building repairs update (roof, trim, doors)- see above

Selection Policy-accepted with the change Librarian to Library Director and the addition of a final sentence to the dispute process.

Computer upgrades-New router is in and working. The router provides an encrypted connection for staff and patron computers, and an unsecured connection for public wi-fi access. All backups are working well. The workroom computer will be upgraded. Ancestry Library must be accessed from the library computer. Beverly asked if a shortcut to this program can be put on the patron computer.

Credit Card Policy- Beth will send out the updates for our review so that we can approve it at our next meeting.

ACTION ITEMS:

Swear in newly elected trustees-Amy and Bev have been sworn in.

Sign Code of Ethics – was signed by all trustees and the alternate trustee.

Review By-laws- Beverly wondered whether the Library Trustees are all bonded as the RSAs require that we be if we are to be investing money. Someone will check with Lori Ruest. By-laws are OK as is.

Elections of officers:

Amy- makes a motion that Beth continues as Treasurer, John seconds, all in favor.

Beverly-nominates Amy as chair, John seconded, all in favor.

Linda nominates John as vice-chair, Beth seconds, all in favor.

Beverly nominates Linda as secretary, John seconded, all in favor.

NEW BUSINESS ITEMS:

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: April 28th, 2016 4:30 pm

Beth made a motion to adjourn at 5:05. Amy seconded the motion. All in favor.