

Freedom Public Library Trustees Meeting
Thursday July 14, 2016 Minutes

Present: Chuck Brooks, Chair; Laura Robinson, Treasurer; Elizabeth Rhymer, Director; Paul Mathieu, Secretary; Thomas Luke–alternate

The meeting was called to order at 3:32 pm.

The minutes of the June 23, 2016 meeting were read, revised and approved.

Librarian's report

Chris now has a working Dell computer. This resolves the long saga over the prior computer that failed while under warranty. Summer programs are going well with customary attendance. Teen night under Chris's leadership is going well. The bathroom updating is under way. Discussions have begun regarding updating the vestibule and replacement of windows.

Charley Hatfield will provide proof of liability insurance prior to doing the tree work he has offered to do for free.

Discussion of the Librarian's Job Description was postponed to the September meeting.

Financial Report

Laura presented the Profit and Loss statement from June 1 to July 14. Maintenance expenses are trending high due to the elevator work and the recent payment of the repair on the air conditioner.

Laura will provide an up to date Budget Vs. Actual report to the board by email.

The board agreed to decline the offer by the Mountain Garden Club to build a fence as a backdrop to the plantings at the south side of the parking lot. Members of the board expressed appreciation for the work that went into the proposal.

Discussion of the schedule of board activities included many items.

In September: Begin Elizabeth's Performance evaluation. Review Librarian Job description.

In October: begin work on Library budget, begin FOL request,

In January: determine holiday schedule, review vacation carry overs

In April: Elizabeth to do Chris's performance eval

Roughly Quarterly: report FOL expenditures to the FOL board

Chuck will check the “tickler file” for additional activities to schedule.

Records/Archiving practices were discussed. Laura will provide us with a listing of expectations for archiving/records retention. Invoices are kept for one year following the completion of the audit in which they were relevant. Paul and Chuck will explore the current archives to devise a storage plan.

Tom discussed his intention to finish his stint as board alternate as of the August meeting.

The next meeting was set for Thursday, August 18 at 3:30pm.

The meeting was adjourned at 4:55pm.

Submitted by Paul Mathieu