

Freedom Public Library Trustees Meeting  
Thursday April 27, 2017 Final Minutes

Present: Chuck Brooks, Chair; Laura Robinson, Treasurer; Paul Mathieu, Secretary; Elizabeth Rhymer, Librarian; Jayne Britton

The meeting was called to order at 3:41pm

Jayne Britton was introduced as a volunteer willing to join the board as an alternate trustee.

A motion to recommend Jayne Britton for appointment by the Freedom Board of Selectmen as an Alternate Freedom Public Library Trustee was seconded and approved.

Laura presented the Profit and Loss statement

An unanticipated donation of \$50 was received from IBM as a matching gift. A conference fee was refunded due to non-attendance; Towle funds have been applied to the re-vamping of the vestibule. Laura presented the Budget Vs. Actual figures. The town appropriation has been deposited.

A motion to accept the aforementioned IBM donation and add it to the Towle fund was seconded and approved.

The minutes of the March 23 2017 meeting were approved.

The minutes of the April 13 2017 meeting were approved.

Elizabeth reviewed the Librarian's Report

Laura and Chuck agreed to work together to ensure treasurer duties are continued as needed during Laura's absence in the middle of May.

The board reviewed the Volunteer Policy and made several edits. Laura agreed to type up the policy with revisions to review at the May meeting.

The board reviewed part of the Personnel Policy and tabled further review to the May meeting.

The Librarian Assistant Job Description was reviewed. The board decided that the position should be that of an employee as opposed to a contracted service. The draft of the advertisement for the position was reviewed and edited.

A proposal for replacement and/or installation of air conditioning equipment from American Air Systems was reviewed.

Elizabeth presented the Librarian's report

Minutes of

Adjourned at