

Minutes of the Library Board of Trustees meeting.-June 24, 2011

Present: Peg Scully, Chair; Tom Luke, Treasurer; Elizabeth Rhymer, Director; MaryAnn Hogan, Secretary; Laura Robinson, Alternate.

Meeting was called to order at 12:29pm.

The minutes of the May 12<sup>th</sup> meeting were read and accepted as amended.

#### FINANCIAL REPORT:

The manifest was signed and entered in the Red Book.

The Fritz Memorial: Peg will ask Lee to write a letter to the Trustees indicating how the family wishes memorial donations to be spent.

We changed the title of the Endowment CD to The Trustees' Fund.

Additional funds may be needed for Matt Welch for extra timbers and extra hours. We have not received an invoice yet.

The State of NH returned our check of \$75.00. We had been forgiven all penalties by NHES.

Acceptance of gifts: In the future unanticipated memorial gifts will be put into a sub-category. Starting in July we will specify the cash donations that have been received each month.

#### DIRECTORS REPORT:

Elizabeth's report was filled with news of a busy summer schedule. Elizabeth purchased a Fax machine that will work with the copier. She is investigating estimates to have another phone line installed. The Trustees passed a motion that up to \$250 be expended for this work.

She also purchased a new dehumidifier and Tom will arrange to drop the old one at the recycle station along with the old fireplace mantel.

#### UPGRADE OF AUDIO/VIDEO SYSTEM

The proposal from Cinamaesque Home Theater Company was reviewed and discussed. There were some questions about service after installation. Laura will follow-up with reference calls.

#### MEETING ROOM POLICY

The proposal to use the Meeting Room for a health program was discussed. The Meeting Room policy stating that no programs with a profit motive are allowed will remain unchanged.

#### VOLUNTEER POLICY

Volunteer Policy and Forms were reviewed, discussed and accepted. Peg will follow up with how to ensure volunteers who drive for Library business have auto insurance and that their policies cover them in case of an accident happening while they're driving on Library business.

#### JUDY JOHNSON-ANNUAL REVIEW

Elizabeth read her Evaluation of Library Assistant, Judy Johnson.

The Board then met with Judy for her evaluation and salary review. More information can be found in Judy's personnel file.

Meeting adjourned at 4:40pm.

Next Meeting: Thursday, July 21, at 3:00pm.

Respectfully submitted:

MaryAnn Hogan, Secretary