

SEPTEMBER 8, 2011 LIBRARY BOARD OF TRUSTEES MEETING

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

The meeting was called to order at 2:58pm.

The minutes of the July meeting were read and accepted. There was no meeting held in August.

FINANCIAL REPORT;

The banking summaries for July and August were noted. The large amount of monies (\$5100.00) posted under Other Expense was for the new Audio-Video equipment. It was decided to change this heading to Audio-Video. The fee for movie licenses will be entered into the SRP and NetFlix column.

The Library Debit Card was compromised and a new card was issued on July 5th. An unknown purchase did get thru as it was under \$500.00. Northway bank will be notified that it is not a valid charge. A similar highlighted item was valid and resolved today. The company will cancel the old check and a new one issued.

No cash gifts were received and the Manifest signed and placed in the Red Book.

LIBRARY REPORT:

Elizabeth submitted her report, along with circulation and program statistics. It was a very busy summer. She would like to look into hiring an intern next summer. Her reports were entered into the Red Book.

AGENDA ITEMS:

File cabinet to be donated to the Church office.

Elizabeth will try to sell 6 wooden chairs, the old Fax machine and the old DVD/VHS player.

Will contact Deb Williams to see if she knows anyone who can refinish the old Library Table.

The Selectmen were notified that we have the invoices for the workroom renovations, needed to complete the audit.

The Investment Policy-annual review/revision was updated and Peg will make a few changes.

Peg will ask Bill Stoops if we should put the snow-shoveling out for bid.

Tom will check with Northway Bank about changing the title of the endowment fund to read The Trustees Fund.

Peg will call Wendall Packard on how he would like the Packard fund spent. Anne will be asked about rules separating Library and Friends monies.

The Trustees will meet at Peg's home on Sept. 28 at 4:00pm to write up Elizabeth's annual evaluation and future goals.

Meeting adjourned at 4:50PM

Next meeting: Thursday, October 13, 2011 at 3:00PM

Respectfully submitted:

MaryAnn Hogan
Secretary

Sept. 21, 2011

Peg, Tom and I attended a NHLTA conference at the Conway Public Library. We learned that because we were a quorum, this conference counted as a meeting and should have been posted. Attached are topics that were covered for future reference.

Sept. 28, 2011

Tom and I met at Peg's home to review Elizabeth's goals and assessments for 2011-2012 and to write her yearly evaluation. This meeting is confidential and finalized reports will be placed in her personal file.