

**LIBBIE A. CASS MEMORIAL LIBRARY  
TRUSTEES MEETING**

**Minutes from meeting 8-28-14**

Meeting was called to order Thursday 8-28-14 at 6:00 P.M.  
Art Bobruff, Babara Cooper, Joyce Guinther- Trustees, Steve Klein - Librarian were present. Roll call took place and the agenda for the 8-28-14 was approved. Minutes from the last meeting 7-15-14 were approved with corrections.

**CORRESPONDENCE**

Steve had mentioned at the 7-15-14 meeting that there was no evidence of receiving thank you notes from any of the four scholarship recipients. Thank you notes were received after the 7-15-14 meeting. Since the scholarship winners would receive \$50.00 if thank you notes were received by the deadline. The trustees felt it was beyond a reasonable time period, therefore a vote was taken not to send \$50 for each thank you note. This will be discussed when the scholarship application is reviewed for next year, question would be what would the trustees consider a reasonable time period for thank you notes to be received.

**OLD BUSINESS**

At the July meeting under new business the topic of having an alternate trustee was brought up and would be discussed at the September meeting.

**TO DO LIST ( BARBARA'S ) No definite solutions from the July meeting to do list.**

1. List for Caye by October 2014 meeting of items that the library would like, nothing has been done with this as of this meeting.
2. Agenda from Jan 2014 thru and including July 2014 on open items that still have to be discussed, reviewed, completed , finalized or deleted.
3. Spreadsheet revised, bring copies to hand out to be discussed and finalized at the Sept 2014 meeting in order to proceed with monthly reports. Still working on it as of this meeting.
4. Mission statement thinking it out in order to complete
5. Barbara's book purchased at the NHLTA not received yet, will check on its status, also copy of check in order to reimburse, still remains the same as of this meeting.
6. Send thank you note to Marilyn

**TO DO LIST ( STEVE'S ) No definite solutions from the July meeting to do list.**

1. Patron's list to be shown to the trustee's, which was shown hand written in a notebook, Steve had put it on a spreadsheet and was e-mailing the trustees a copy which would be discussed at our September meeting.
2. Checking on what the cost was for NHLTA attended by Joyce, Barbara and Art, which he believed was \$20.00 per person as annual membership dues, which he is going to check out

3. Quickens catalogue change, did not get to yet.
4. Scholarship application form which was handed out to the trustees at this meeting, will review and bring to the September meeting to be discussed on revising, making changes for next year's application.
5. Book Sales- not sure what this was, still checking

## **NEW BUSINESS**

There will be a review of the last 6 months agenda items for rescheduling unfinished items. Plan when the annual library director evaluation should take place, a blank form from last year if available should be brought to the September meeting. Joyce presented Steve with a copy of her check for the NHLTA conference which she attended and is requesting reimbursement for attending.

Alternate trustee discussion.

Friends of the library no update reports at this meeting.

## **LIBRARY REPORT**

1. Send a thank you note to Marilyn Priest which Barbara volunteered to do.
2. E-mail Wilmot on the area get together
3. The town web site is now up - do not add anything yet, suggested to wait another month before doing so.
4. Volunteer Janet Hendl helped with the thinning out of the adult and elementary collection.
5. We will not be making any more payments to Sally the substitute. Janet Hendl a volunteer will be asked by Steve if she would be willing to fill in as a substitute when Steve is on vacation, the trustees will be informed of the out come at the September meeting. Steve will be away for 6 days in October. Suggestions were made should the library close in the morning, open from 11 A.M. to 12 P.M. that's only one hour which the trustees felt would not be enough time if she is opening e-mails and having to answer any other jobs that would take up time. Trustees also decided to pay her \$15.00 per hour for 2 hours per day, which is the substitute's rate and this vacation would be for 6 days. Total would be \$180.00 Art motioned to accept and Joyce second the motion.
6. Sue from Cutting Farm will be doing a presentation on Bee Keeping and Gardening, event date is forth coming.

Steve informed the trustees that a donation of \$30 was received from Jeff Maguire.

Some time in January 2015 Lama Willa will be having an event at the library.

Marilyn Priest had a successful turn out at the library with her Children's Reading Program. She had at least two families each week. She will continue in the fall / winter once a month. In the morning during the week. The trustees gave Steve an okay to go forward with ordering more thank you notes, example the fold over type.

Probably a volunteer dinner at the boathouse will take place sometime in September. Old Home Day for next year is scheduled for July 18, 2015. They are planning to have highland games all day. The race could really take place anytime of the day, but it seemed morning was preferred.

**ACTION ITEMS**

**ART'S TO DO LIST**

1. Contact anonymous donator
2. Sell stock for the library
3. Should all the money from the sale of stock be put all in Mascoma or split in CJP trust fund, or other library items
4. Review Mascoma

**STEVE'S TO DO LIST**

1. E-mail Darcie
2. Talk to Dan Landers

**FINICIAL REPORT**

TYPE OF ACCOUNTS	NAME OF BANK	CURRENT BALANCE
Operating expense		
Tax Money	Lake Sunapee	\$5771.00
Copy & Fax Fees	Lake Sunapee	\$1807.00
Scholarship Fund	(1) Mascoma	\$9200.00
Which consists of		
Book Sales		
Donations Spec		
CD account	(2) Mascoma	\$29,000.00
Trust Fund	(3) CJP Advisors	\$79,319.00

Notes: Fax & Copy balance as of 7-31-14  
 Mascoma scholarship fund as of 8-28-14  
 Lake Sunapee (operating) as of 8-17-14

Meeting was adjourned at 7:37 P.M.  
 Next meeting on Tuesday 9-23-14 at 6:00 P.M.

Respectfully submitted  
 Joyce Guinther ( Secretary )