

**LIBBIE A. CASS MEMORIAL LIBRARY
TRUSTEES MEETING
Minutes from meeting 10-28-14**

Meeting was called to order Tuesday 10-28-14 at 6:08 P.M.

Art Bobruff, Babara Cooper, Joyce Guinther- Trustees, Steve Klein - Librarian and Caye Currier President of The Friends of the Library were present. Roll call took place and the agenda for the 10-28-14 was approved. Minutes from the last meeting 9-23-14 were approved.

OLD BUSINESS:

Barbara presented to the trustees a copy of the mission statement with corrections from the last meeting. Unfortunately after reviewing it again at this October meeting found a few more changes which Barbara will correct and present or e-mail by the November meeting. The scholarship form will be discussed at the November meeting to make any changes to the form already in existence or will leave as is. Barbara informed us that she is making progress on applications for grants. Barbara gave Caye - friends of the library a list that the library would like, based on what the patrons listed at the June 6, 2014 public meeting, which took place at the library. Caye was very satisfied with the list and will meet with the friends of the library to present the list to them for review.

Art meet with Steve on the spreadsheet and was going to hand it out at this meeting, but was not brought to the meeting. Will be presented at the November meeting.

Steve finished correcting quicken accounts categories, meet with Art on the process for the monthly financial statement.

NEW BUSINESS

1. Discussing the budget for 2015 as to what and how much of an increase to submit to the town for the library.
2. Discuss Library Directory Annual Review Process which the trustees will meet on Wednesday 11-12-14 at 3:00 P.M.
3. Candidates were named for an alternate trustee at this meeting and will be reviewed at the November meeting.
4. The LWV election information, which was e-mailed to the librarian and trustees and was discussed at this meeting. Will check with Tama about putting it on the library website and Steve will be e-mailing it to all volunteers

COMMITTEE: FRIENDS OF THE LIBRARY

Friends will send out a mailing list and e-mails to have a meeting on Tuesday 12-2-14 which will be open to the public. Priority of this meeting is for the friends to review the list from patron's that were given their ideas of items needed for the library how they will choose what items listed from the patron's list from the June 2014 meeting. Friends are planning a hook - in for either Feb or March of 2015, no date has been set at this time.

They will be asking for donations for the food drive to be brought along with the patrons at the 12-2-14 public meeting. The library will be the drop off spot. The Old Home Day

2015 the Friends are planning to give out grab bags for the kids. Also planning to raffle off a large item, still undecided at this time as to what it will be. Steve mentioned about the estimate of a electrician, which he felt was high, so Caye said she would check on a electrician she new to see if we could an estimate from him for a future project.

LIBRARIAN REPORT

Janet Hendl and Steve worked on inventory of the adult books and finished. Started working on the elementary books downstairs, not completed as of this meeting. Also in the process of up dating the library’s computer catalog. The youth’s section upstairs has not started as of yet, but will be soon. Hayden Keen who set up the libraries newsletter has improved it by turning it into a blog which is now up and running. Changed catalog page also. Ramble round the lake has been changed back to the July date of 7-11-14.

FINANICAL REPORT

TYPE OF ACCOUNTS	NAME OF BANK	CURRENT BALANCE
Operating expense		
Tax Money	Lake Sunapee	\$4,200.00
Copy & Fax Fees	Lake Sunapee	\$1,882.00
Plus General Donations		
Scholarship Fund	(1) Mascoma	\$21,771.00
consist of:		
Book Sales		
Donations specified		
CD Account	(2) Mascoma	\$29,000.00
Trust Fund	(3) CJP Advisors	\$79,319.00

ACTION ITEMS

STEVE’S TO DO LIST

1. Get in touch with Jen Roberts if interested in coordinating her program 1 and a reading program at the library
2. Tamara - send out notice on LWV on the library website
3. Talk to Janet Hendl if interested in becoming an alternate trustee
4. Contact CJP lots of questions to ask

5. Summit inventory on quicken that Steve / Art worked on by next meeting or sooner in order for the trustee's to review
6. Pixie's column - contact Caye
7. Look at the Library Director Evaluation form, if you feel there should be some changes made
- 8 Ask Terry Knowles about trustee investing

BARBARA'S TO DO LIST

1. Get a bin for the food drive. Notify the church people to pick up for the food drop which will take place at the library.
2. Will up-date the mission statement with the changes that were made at the 10-28-14 meeting and e-mail to Steve and the trustees or bring a copy for each at the November meeting.

ART'S TO DO LIST

1. Try to get in touch with a particular person to do a reading program at the library, to ask if she or he is interested.
2. Present a copy to the trustees of the spreadsheet that you and Steve worked out for the October meeting but forgot to bring it, now will present it at the November meeting.

Meeting was adjourned at 8:50 P.M.

Next meeting on Monday 11-24-14 at 6:00 P.M.

Respectfully submitted

Joyce Guinther (Secretary)