

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

Minutes from meeting 11-19-13

Meeting was called to order Tuesday 11-19-13 at 5:55 P.M.

Barbara Cooper, Joyce Guinther, Art Bobruff - Trustees, Steve Klein - Librarian were present. Roll call took place and the agenda for the 11-19-13 was approved. Minutes from the last meeting 10-22-13 were accepted with amendment changes.

LIBRARIAN REPORT

Steve brought up the key issue that we are having to our front door of the library. A little wiggling of the key does the trick, but a lot of the volunteers find they have to do extended wiggling the key, turning the handle and it is too cold to be standing outside the door trying to open or lock the door. Therefore, it was suggested to get a new lock, but since keys are not made the way they use to be, by getting a new lock might not be the answer. Therefore to resolve the key wiggling issue it was suggested that Steve will e-mail all the volunteers to find someone who has a key that works every time without any wiggling of the key issue and then get new keys made from that one. Getting a new lock causes problems since the front door key opens the other doors in the library which makes having just one key very convenient. Even if the lock on the front door is replaced, there is no guarantee that we won't have the same problem.

Pixie's article in the next Inter-Town Record which will be 11-26-13 should have a picture of Hayden Keene who has implemented an online newspaper for the library. In the next issue of our newsletter there should be a book review which Barbara volunteered to do. Hayden plans to add in the newsletter each month a receipt. The trustee's were going to meet with Roseanna at the Wilmot Library on 11-20-13 since it was not a good date for all the trustees, Steve is going to e-mail Roseanna for a new date to meet with the trustees. Steve was in contact with Pete Lacaillade who does the training for AED (fire extinguisher) to schedule a day for the volunteers and town office staff. Art volunteered to go to a selectman's meeting. Signs that are needed. Also suggested to Leigh Calloway to bring to the selectman's meeting about emergency preparations.

FINANCIAL REPORT

TYPE OF ACCOUNTS	NAME OF BANK	CURRENT BALANCE
Operating expense		
Tax Money	Lake Sunapee	\$3,914.00
Copy & Fax Fees	Lake Sunapee	\$836.00
Scholarship Fund, consist of CD account, Book Sales, Donations	(1) Mascoma	\$37,526.00
Trust Fund	(2) CJP Advisors	\$60,000.00

OLD BUSINESS

Still open but not forgotten is the shopping for a vacuum cleaner. Telephone/fax service system is still not resolved, since it was tested by Steve and Art before leaving this meeting.

NEW BUSINESS

Steve called Anthony at Mascoma to see if the form that was filled out by the trustees had to be dated or will he date it. Also if we can keep the account open, Anthony did not know he will get back to Steve. Steve called Mascoma that the trustees decided not to roll over the CD yet, because we were looking into bonds which Art volunteered to look into Vanguard. The trustees discussed bonds verses the CD that was coming up for renewal and even though it seemed like a pretty safe investment, we decided to roll over the CD which is used only for the scholarship fund for a 6 month period. By doing this it would give the trustees more time to look into bonds, so we can acquire a better understanding of the bond issue verses the CD. Steve will be calling Anthony at Mascoma to arrange a date for the trustees and himself to meet in New London to get an overview from Anthony between the difference / benefits of bonds verses CD. Steve and

Art will be getting together to add Art's signature to the check book.

The trustees discussed the Library Director Evaluation Form which involved ten questions. Steve felt that question #1 was not a good picture, it needed a break down to improve the job description which Steve would e-mail to the trustees with an overview of the libraries duties of the day in the library. By breaking it down it would give a better overview of the librarian's job description, scholarship evaluation, feed back, work better and achieve our goals. Also an end of the year review and suggestions to the trustee's long range planning. Barbara reviewed the new format / draft for the monthly financial reports.

Meeting was adjourned at 7:20 P.M

Next meeting Monday December 23, 2013 at 6:00 P.M.

Respectfully submitted, Joyce Guinther