

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

Minutes from meeting 10-22-13

Meeting was called to order Tuesday 10-22-13 at 5:58 P.M.

Barbara Cooper, Joyce Guinther, Art Bobruff - Trustees, Steve Klein - Librarian were present. Roll call took place and the agenda for the 10-22-13 was approved. Minutes from the last meeting 9-27-13 were accepted with amendment changes.

CORRESPONDENCE

Since Caye Friends Of The Library was not present Steve mentioned he had been in touch with Caye that The Friends are working on a survey. Barbara will contact Caye to get together with the trustees and work together to consider a consultant to help with the survey. Barbara has attended a meeting held at Newbury Public Library on a presentation on library consultants which she found helpful. She was informed that you can also find library consultant reports on line. Art did mention the fact his wife Martha would be coming in on Friday or Saturday of this week to see if she could help correct the problem with our phone/fax system.

LIBRARIAN REPORT

In reference to our potential donor, here is the latest update since our last meeting. He had talked to someone at IRS, stating he can give money directly to the library or the town and he doesn't need a letter or a certificate saying we are a (501c1). He only needs a letter stating that the library has received the donation. The town does not have a letter or certificate stating that they are a (501c1). The donor's understanding is that he can deduct gifts made to charitable entities (501c 3) but not to tax exempt entities (501c1). The donor's understanding is that he can give to a tax exempt entity (501c1) but he can only deduct it from his taxes if he gives to a charitable entity (501c3). Mascoma finally got back to Steve to let us open an account for free, but will charge us a transaction fee for receiving and selling the stock. (Approx \$80 - \$100) Steve contacted our donor to try to transfer the stock electronically the next day. Steve called Mascoma to confirm that we want them to sell the stock and transfer the money which is \$8,000 to our Mascoma account. Trustees received an e-mail from Steve on 10-17-13 that we are still waiting to hear from Mascoma if they have received the gift of stock. The trustees believe it should not be the librarian's decision as to when to sell the stock. We feel this should clearly be the trustees decision. At the time of opening the account, the trustees did not even know the name of the investment firm which is LPL Investment. Steve opened an investment account at Mascoma Bank through LPL Investment firm for the stock transfer of 200 shares of Red Hat for \$8600.00 which was given to Libbie A. Cass Library from the anonymous donor. This donation has to be used for the Scholarship Fund "2013" year which is distributed in the spring of "2014" year when scholarships are given out.

FINANCIAL REPORT

Steve has not received the October statement for Lake Sunapee Bank, therefore the balance will remain the same as noted in the last minutes \$5140.00. As of 9-30-13 Mascoma had \$4,777.00 (as of 9-15-13) had \$4335.00 . Steve had to transfer \$750.00 to Lake Sunapee Bank. Because at the time of the Ramble Round the Lake a check for the time keeper was taken from the Lake Sunapee Bank account in error instead of Mascoma Bank account. October statement for both bank accounts will be presented at the next meeting. Charter Trust which is not a brokage firm has been purchased by Lake Sunapee Bank . Steve is also going to contact Mascoma to ask if they would apply the transfer fee on the stocks next year as a donation to Libbie A.Cass Library towards the Scholarship Fund.

TYPE OF ACCOUNTS	NAME OF BANK	CURRENT BALANCE
Operating expense		
Tax Money	Lake Sunapee	\$5,140.00
Copy & Fax Fees	Lake Sunapee	\$739.00
Scholarship Fund, consist of CD account, Book Sales, Donations	(1) Mascoma	\$33,777.00
Trust Fund	(2) CJP Advisors	\$60,000.00

ACTION ITEMS

Steve had e-mailed the Trustees on 10-17-13 that Rosanna Dude won the Librarian of the year award this last year. She presently works at the Wilmot Public Library in Wilmot.

Rosanna is willing to meet with the Trustees and Steve to explain what she has done and how she has done it working with the community and setting up programs at the Wilmot Library. The Trustees are planning to meet with Rosanna on 11-20-13 time has not been determined yet.

OLD BUSINESS

Barbara handed out Librarian performance review forms for the Trustee's to fill out by the next meeting scheduled for 11-19-13 to be discussed so we could be ready for the town meeting on 1-28-14. At present the Springfield Library has approx 18,000 books. In the near future the library plans to have an on line catalog service. Steve received thank you notes from Isabella Hastings for books and Sarah Beattie for the scholarship which was awarded to her from Libbie A. Cass Library. We had discussed getting a consultant in to help us get our community more interested in the library. If we are not interested in bring in a consultant depending on the cost, then we could concentrate on Focus Groups four different goals for the library community center. They would be Pre-school, teenagers, adults/seniors and volunteers of the library. We should discuss floor plans for the library. Nausha Public Library has put a book review on line in their newsletter. Perhaps in time Springfield can do the same. The Trustees would like to put an article about Hayden Keene for helping us with the library newsletter. Steve is going to talk to Pixie about putting it in the Intertown. Also we would like to put a picture of Hayden, after asking her permission on the newsletter of Springfield for all her help and time that she has given the Library for the online newsletter. The Trustees of the Library and Steve the Librarian appreciate her help and expertise. We are looking into going to the Planning Board and Selectmen's meeting to put forth a proposal on further plans for the library, such as an addition to the library so we can have a meeting room, community center for more rooms for people to use. Game room and research center.

Meeting adjourned at 7:25 P.M.

Next meeting 11-19-13 at 6:00 P.M.