

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

Minutes from meeting of 12-23-13

Meeting was called to order Monday 12-23-13 at 6:04 P.M.
Art Bobruff, Barbara Cooper, Joyce Guinther - Trustees, Steve Klein - Librarian were present. Roll call took place and the agenda for the 12-23-13 was approved. Minutes from the last meeting 11-19-13 were approved as provided.

LIBRARIAN REPORT

Steve mentioned that the library has a defibrillator downstairs in the library waiting for someone to train the volunteers of the library. Once again our training for the AED (fire extinguisher) has been postponed. Pete Lacaillade who does the training, seems to be having trouble coordinating a day and time when this training can take place. Caye Friends Of The Library is planning to attend the library trustees January meeting which is scheduled for Tuesday 1-28-14. As of this meeting so far the library has made \$440.00 on book and gift sale. As of today's meeting this amount had been deposited to our account at Mascoma but had not appeared on the monthly statement. Steve will be in touch with Mary Ann Petrin to get the library up and running with on line banking.

FINANCIAL REPORT

TYPE OF ACCOUNTS	NAME OF BANK	CURRENT BALANCE
Operating expense		
Tax Money	Lake Sunapee	\$3204.00
Copy & Fax Fees	Lake Sunapee	\$836.00
Scholarship Fund, consist of CD account, Book Sales, Donations	(1) Mascoma	\$8,526.00
		\$29,000.00
Trust Fund	(2) CJP Advisors	\$60,000.00

ACTION ITEMS

Steve asked Caye and Alice to trade in their old keys which apparently worked without wiggling their keys and had 6 new keys made. Hopefully this will be successful for sometime.

OLD BUSINESS

A tentative date for 1-13-14 at 3:00 P.M. has been set by the trustee's for an annual librarian review. This meeting has to do with the Library Director Evaluation form that was given to the trustee's by Barbara to review all the questions on the form so that everyone understands what is taking place. This special meeting will probably take more time than our regular meeting in order to do it correctly. After the trustee's understand it thoroughly, we should be able to fill in the form in time for our regular meeting of 1-28-14.

NEW BUSINESS

Steve will attend the budget meeting in January to approach the selectman to increase the library budget to \$10,200 since "flat budget" had no increase in the past 4 to 5 years. Examples given for the increase are to capital repairs/replacements and price of purchasing books, movies and in general to keep up with the cost of living and modernize the library.

Library's mailbox has been free for years. The post office decided that the library should start paying a yearly fee of \$49.00 If a box is put up it would mean shoveling out around the box anytime there is a storm or the snowplow pushes the snow in front of it. Steve mentioned to Beth at the post office that for now we would continue with our box for the time being.

LIST OF DECISIONS MADE (TO DO LIST)

Budget increase to be brought up at the selectman's meeting, up it to \$10,200

Anthony Sola at Mascoma Bank

Schedule AED

Vacuum cleaner

Meeting with Steve to review form for Library Director Evaluation

Steve to speak with Mary about getting on line banking for the library

Meeting was adjourned at 6:58 P.M.

Next meeting Tuesday 1-28-14 at 6:00 P.M.

Respectfully submitted

Joyce Guinther (Secretary)