

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

Minutes from meeting 2-10-15

Meeting was called to order Tuesday 2-10-15 at 5:35 P.M.

Art Bobruff, Barbara 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 2-10-15 was approved. Minutes from the last meeting 12-30-14 were approved with minor corrections.

CORRESPONDENCE

Thank you note sent to Dick Hendl for his book shelves in the library so more books can be displayed for the patrons to view. Also sent a thank you for a donation received for the library of \$100.00

OLD BUSINESS

ALTERNATE TRUSTEE --The trustees had asked Happy if she was interested in becoming an alternate trustee and she accepted. Barbara will now proceed to do the finalizing of the administrative process which is required for an alternate trustee.

LIBRARY CLOSING DAYS

The following holidays were adopted in 2-27-06 at this meeting it was agreed upon to remain as follows:

- Two days at Christmas (December 24th and 25th)
- Thanksgiving
- Memorial Day
- Labor Day
- New Years Day
- Fourth of July
- Town Meeting Day
- Civil Rights Day (Martin Luther King, Jr.)

FOOD BANK UPDATE

Barbara picked up the food from the library food bin and brought it to the church, Caye also brought food to the church. This will be announced at the Town Meeting so more people will be aware of where the food should be dropped off.

NEXT STEPSTO PURSUE BANK DONATIONS- will be done by Barbara and Art
STATUS OF LIBRARY NON-PROFIT CERTIFICATION LETTER was none by Steve

To Do List:

Steve had no to do list

Art's to do list

1) Art contacted LPL

2) Talked to Janet in reference to town employee's / librarians increases

Barbara's to do list

1) Draft reply before 1-12-15 (Selectman's meeting) which she did reply

NEW BUSINESS

Review draft response to Plodzik & Sanderson which was written by Barbara and was accepted by the Trustees and Librarian

Response needed to the e-mail and letter from Leigh Calloway regarding donating excess reading materials from Libbie Cass library to the (TDCJ) Texas Department of Criminal Justice We will be responding to this request.

Barbara meet with Vera Bednar in reference to showing her art samples and would like to display them on the walls in the library. This was discussed by the trustees and librarian and agreed it would be a great way for patrons to see her work and decorate the walls of the library.

Date was set for the performing 2014 director performance review which will take place on Monday 3-2-15 at 2:00 P.M.

Update from the Selectman's meeting a response letter was sent. (Time reporting for substitutes W4 is now in effect starting January 2015 . Substitutes of the library will now be paid through the town.

Update from the Budget Committee Meeting was given stating that the \$1000 which was requested in the budget from the library for a consultant will be combined with the town office and discuss ways of updating both places.

Strategic Plan update was given by Barbara that she has at this time four people interested.

Schedule of visits to local libraries are being done by Barbara and will be discussed at the March 2015 meeting.

Evaluate our meeting format - order of business, etc, will be discussed at the March 2015 meeting.

REPORTS

Committees: Friends of the Library update

Friends of the library's update meeting on 12-4-14 and trustees of the friends suggested to raise money for computer / projector and furniture for upstairs on the main floor. Since a consultant is being brought in to advise remodeling of the library they will hold up until it is decided or finished before purchasing any of the above items. The friends can raise up to \$5,000 per year. There Hook-In will be held 3-21-15 The estimate from the electrician for the library was sent to Caye in error, she will give it to Steve

LIBRARIAN REPORT ----No report was given at this meeting

FINANCIAL REPORT --- Art presented to all the **2014 spreadsheet** for Lake Sunapee Fax & Copy account, Dec 2014 incomplete, the Mascoma Scholarship account included Dec 2014, the Lake Sunapee Day to Day account was not ready at the time of this meeting.

FINANCIAL REPORT

TYPE OF ACCOUNTS	NAME OF BANK	CURRENT BALANCE
Operating expense Tax Money	Lake Sunapee	\$1114.57
Copy & Fax Fees Plus General Donations	Lake Sunapee	\$2028.49
Scholarship Fund consist of: Book Sales Donations specified	(1) Mascoma	\$22,994.77
CD Account	(2) Mascoma	\$29,000.00

Copy & Fax account as of 2-1-15, Mascoma Scholarship Fund as of 1-30-15 and Lake Sunapee Operating expense as of 1-15-15

ACTION ITEMS

Steve's to do list

Reverse \$100 and transfer the \$100 into the correct account

Will look into new phone / fax answering machine, where messages can be programmed in to the phone for example: about any closing days for the library

Barbara's to do list

Will contact IRS in reference to the non-profit certification letter

Make an announcement at the town meeting about food drive - that the library is the drop off place for the food

Will contact LPL with Art directly to discuss mixed portfolio on stocks and bonds, information on small percentage of stocks

Art's to do list

Will contact LPL with Barbara directly to discuss mixed portfolio on stocks and bonds, information on small percentage of stocks

Meeting was adjourned at 7:00 P.M.

Next meeting on Tuesday 3-3-15 at 4:00 P.M.

Respectfully submitted

Joyce Guinther (Secretary)