

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

Minutes from meeting 9-24-13

Meeting was called to order Tuesday 9-24-13 at 6:00 P.M.
Barbara Cooper, Joyce Guinther, Art Bobruff, Steve Klein and Caye Currier were present. Roll call took place and the agenda for the 9-24-13 was approved. Minutes from the last meeting 8-27-13 were approved with no changes.

Barbara sent thank you letters to Charles Nulsen (Nulsen Family Trust) to Karen Ouellette (Store Manager of Lindt in West Lebanon) and Bernie Wesoja (Manager of Hubert's in New London). Steve asked Joyce to send a thank you note to Robbie Heath in Springfield for the book donations.

Reviewing the agenda for tonight's meeting by mutual agreement the agenda was modified so that item #5 New Business was brought up right after correspondence to be sure it was covered at tonight's meeting. Steve learned that 501c(1) status is what the library and the town are and that this means donations are tax deductible even though they are not 501c(3). Steve is going to the town office to see if he can acquire a copy of the 501c(1) letter. We may or may not receive a letter from the IRS confirming this status of the library. The potential donor in question needs a copy of the 501c(3) letter for his accountant. Note that only public libraries are 501c(1) As far as donations to the library, there was a town warrant article a while ago to allow the library to accept money donations and also real estate. Any gifts are the property of the library. Art made a motion that the library should spend the money in accordance with the donor's wishes. Steve seconded the motion and it was unanimously passed. We now can tell this donor that we will spend the donation exactly as the donor specifies (assuming 501c(1) is acceptable to the donor). Steve is going to follow up on the new certification.

COMMITTEE REPORT

Caye Friends of the Library is working on filling out the 501c(3) forms that she received from the IRS in order to apply for the 501c(3) certification. They have worked on and have installed officers, have formulated bi-laws, and by next week they are planning to have articles that they have been working on to submit to the state.

GOALS OF THE TRUSTEES

Next meeting we will be getting an update from Friends non-profit status. They would like to conduct a survey of what the town people would like to see in the library.

LIBRARIAN REPORT

Steve reported that Hayden Keene sent out an electronic newsletter to the library mailing list. Fixed the calendar since ten responses were received from people that saw it. They gave a positive feedback. You will be able to request books now via emails. Hoping to have on-line before too long is the catalog of library materials. Dick Hendl gave his program on taxes. People that did attend liked it. Caye mentioned she received no responses yet on the wool applique program which is to take place the month of October. Steve is putting an ad in the Kearsarge Shopper and the Inter-Town Record hoping for responses. Also an ad on the newsletter link is being put in the Shopper.

FINANCIAL REPORT

TYPE OF ACCOUNTS	NAME OF BANK	CURRENT BALANCE
Operating expense Tax Money	Lake Sunapee	\$ 5140.00
Copy & Fax Fees	Lake Sunapee	\$ 739.00
Scholarship Funds which consist of CD account, Book Sales, Donations	(1) Mascoma	\$ 33335.00
Trust Fund	(2) CJP Advisors	\$60,000.00

OLD BUSINESS

Agree on what form to use for librarian performance and job description. Barbara distributed several pages containing the librarian job description, the trustees' job

description and the draft appraisal form. Barbara will adapt that form and email it to everyone before the next meeting. Art had mentioned to do a new form and the evaluations to take place in February or March because it gives the new Trustee board time (after the election) to set goals for the year and then gives the library a year in which to accomplish them.

Meeting was adjourned at 7:00 P.M.

Next meeting 10-22-13 at 6:00 P.M.