



Board of Trustees Meeting Minutes
November 27, 2018 2 PM

Monthly meeting called to order at 2pm. In attendance Trustees Natalie Gallo, Bob O'Brien, Charlene Flaherty; Director Rosemary Krol; TriTown Times Penny Williams; Minutes Kate Thomas
Visitor comments and questions-none.

1. Approve minutes from October 16, 2018 meeting. Charlene moved to accept, Bob seconded. Unanimously approved.
2. Director's Report
 - a. Stats-Rosemary presented the stats and wanted to note that the open house did have a positive effect on our library usage statistics in all areas. We will do it again next year.
 - b. We are investigating adding a module to our circulation system to save time and effort for the staff.
3. Treasurer's Report
 - a. Budget Report-presented by Bob. We will be creating an online log in to the bank accounts for the library. It will be accessed by the treasurer on library staff computers.
 - b. 2019 Budget- no changes since last meeting and ready to present to Board of Selectmen by Charlene in December.
 - c. Established a base value for each investment account to be \$46,000 for Edward Jones and \$75,000 for LPL to calculate how much the library would get from each account at the end of the year.
4. Old Business
 - a. Investment Policy/Clarify Northeast Planning return on investments clarified above in Treasurer's report. Bob will communicate to Ray Noel.

- b. Project Update
 - i. Workroom renovations-cabinets are coming in soon. Youth Services workspace will be moving out into the children's area to better serve the kids.
 - ii. LED lighting- ongoing. Some style bulbs are on back order and those will be purchased once they are ready.
5. New Business
- a. Second Annual Town Forum – Saturday, January 19, 2019. With a snow date of the following Saturday. We have many town organizations coming to teach visitors about their organizations.
 - b. Long and Short term disability for part time workers- too few town staff members were interested so this isn't being pursued.
 - c. Requests from town Administrative Assistant- Rosemary will provide the new job descriptions, the dates of the meetings where changes were voted, and the organization chart.
 - d. New Year's Eve- current 2018 closing schedule hasn't accounted for closing early. Motion to revise NYE hours to close at noon, by Charlene. Bob seconded. Unanimously approved.
6. Donations by groups or individuals. Bob moved to accept all donations as listed below. Seconded by Charlene. Unanimously approved.
- a. Acceptance of donations in memory
 - b. Money in donation jar: \$32.45
 - c. Books, audios & videos from various individuals
 - d. Donations by groups or individuals: \$500 from the Big Island Pond Corporation
7. Correspondence –Thanksgiving greeting from Ray Noel at LPL.

Meeting adjourned: Charlene moved to adjourn. Bob seconded. Unanimously approved.

Next meeting: Tuesday, December 18, 2018 2 PM