

G.A.R. Library Trustees Meeting Minutes

12 December 2017

7:00 PM; G.A.R. Library

Present: Susan Babb, Marcia Sellos-Moura, Fred Chanania, Wendy Reed, Amy Custance, Ginger Selman, Pam Atwood, Ann Dooley, Holly Cole

Absent: Sandra Capo

Recording Secretary: Holly Cole

Agenda Item	Outcome
1. Approval of November 2017 Meeting Minutes	1. Meeting Minutes approved
2. Director's Update <ol style="list-style-type: none">a. Approval of new warrantsb. Monthly Operational and Financial updatesc. Approval of FY 2019 budgetd. Social Media Policy	<ol style="list-style-type: none">a. Warrants approved.b. Susan shared that Andy Gould's contract was extended to March. Susan mentioned that the library funds are not consistently applied to the appropriate accounts.c. Budget reviewed.<ul style="list-style-type: none">o Susan re-stated that the consortium membership remains the biggest expenditure.o Line-item pertaining to: Books and Periodicals, noted that there has been savings using MHEC vendors; trustees commented that this is good fiscal management.o Budget voted on and unanimously approved.d. Susan wrote the policy and Fred made edits. These edits will be circulated for vote next meeting. Fred will ask Finance Dept. what the upcoming budget plan is for the Bi-Centennial celebration.
3. Old Business <ol style="list-style-type: none">a. Discussion of collaboration (s) with	a. The Friends requested that a Trustee

<p>Friends of Library</p> <ul style="list-style-type: none"> b. Review of Open Meeting Law and Public Records c. Discussion of request by Town to update and keep current Library’s page on Town website d. Discussion of Trustee attendance requirements at monthly meetings 	<p>attend Friends meetings held on the 2nd Wednesday of the month and that same Trustee serve on the Bi-Centennial committee.</p> <ul style="list-style-type: none"> ○ Susan will be attending Friends more frequently so she can help update. ○ Amy volunteered to attend Friends meeting in January. ○ Susan does not think that looking through the Library’s historical archives for materials for the Bi-Centennial Celebration will be difficult. ○ Marcia suggested upgrading/updating the display case in time for the Bi-Centennial Celebration. <ul style="list-style-type: none"> b. The meeting Agenda must be posted 48hr. ahead. Meeting minutes must be available within 3 months to the Town. Susan states that starting with December 2017, she will post both the agenda and the meeting minutes on the Library website. c. Town has requested a form to be completed that points to the appropriate contacts to communicate with at the Library. d. There are 10 meetings per year. Marcia suggested amending Article 3 (Trustee By-Laws) to add a “required” Trustee attendance commitment.
<p>4. Review of Action Items</p>	<p>The following action items were reviewed:</p> <ol style="list-style-type: none"> 1. Marcia will make minor grammatical changes to Monthly Meeting Minutes and submit to Susan. 2. Susan will update the meeting time under the Trustees and Endowment section on the website. 3. Marcia will request Friends Meeting Minutes and Agenda so Trustees have more background on Friends discussions and goals. 4. Starting in February, Marcia will request a volunteer to attend monthly Friends meetings at the Trustee meetings. 5. Susan will obtain a quote for a new

	<p>display case</p> <ol style="list-style-type: none">6. Marcia will work with Judy on the Bi-Centennial planning.7. Marcia will draft an Amendment for meeting quorum.8. Fred will look into the town budget for Bi-Centennial9. Susan will post meeting and agenda on the library website which is linked to the Town's website.
5. Adjournment	

Our next regularly scheduled meeting is set for: Tuesday, January 02, 2018 at 7PM.