

G.A.R. Library Trustees Meeting Minutes

14 November 2017

7:30 PM; G.A.R. Library

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

Absent: Ann Dooley, Sandra Capo

Recording Secretary: Holly Cole

Agenda Item	Outcome
1. Approval of October 2017 Meeting Minutes	1. Meeting Minutes approved
2. Director's Update <ol style="list-style-type: none">a. Approval of new warrantsb. Update on new staffc. Operational and financial updatesd. Discussion of FY 2019 budgete. All other business (AOB)	<ol style="list-style-type: none">a. Warrants approved.b. Trustees were introduced to the two new staff members: Esme Flynn and Rachel Huntington.c. Reviewed operation and financial updates which are as expected and are on track to what we spent last year.d. Budget Discussion:<ul style="list-style-type: none">• The budget decreased by about \$300 due to personnel changes.• Susan explained that \$22,980 of the funds cover MVLC Annual membership. The Small Library grant of \$2,510 reduces the total to this figure.• Susan noted that the MVLC has incorporated the OverDrive membership into their fee.• Susan may look into electronic devices showcased by MVLC.• The budget will go to official vote at the 12/17 Trustees meeting.e. AOB:<ul style="list-style-type: none">• Susan stated that the library received its annual state certification and from this received the first state aid installment of

	<p>~\$3600. There are two installments in total.</p> <ul style="list-style-type: none"> • Susan shared the Library Services and Technology Grant (LSTA) letter that she received. The grant is called, “Go local: Building communities and collections”. Trustees and Susan decided that though we are too close to apply this year (letter of intent due date is 12/7/17), it may be worth marking calendars for next year’s round. Susan will circulate this electronically to the Trustees. • Last month the Trustees requested a breakdown of library renewals. Susan completed this in the Monthly Stats. • Two High School students may be interested in working on the upcoming Bi-Centennial celebration for a project. The Trustees suggested sharing historical artifacts and documents in the library and also displaying some of the archived photographs. • The Trustees circulated a contact information paper, in an effort to make meeting communication and attendance confirmation easier and to assure the Trustees have a quorum at monthly meetings.
<p>3. Old Business</p> <ul style="list-style-type: none"> a. Decision on Trustees monthly meeting times b. Update on joint meeting with Friends: Tuesday, 12 Dec 2017 at 6:30 PM. c. Update on Trustees Financial report 	<ul style="list-style-type: none"> a. Trustees reviewed meeting dates and times. December meeting has been set for 12/12/17. The date was arranged in advance with the Friends of the Library. The Trustees discussed the possibility of not meeting in January. The Trustees will make a final decision for the January meeting at the December meeting. Going forward in 2018, the Trustees will meet the first Tuesday of the month at 7PM. b. The purpose of this joint meeting is to discuss roles and responsibilities. The Trustees currently understand the

	<p>Friends role as a committee whose primary mission is to raise funds for library programming and also to be advocates for the library. The objective for the Trustees should be to support, listen and share. Marcia will put together an agenda for the joint meeting with discussion points.</p> <p>c. Marcia has noted that in the GAR Library Financial Report appropriated funds from the various library accounts were labeled as “pending” until the Town has withdrawn the money from the appropriate accounts. Susan stated that she is not currently receiving the detail of the accounting reports, only the summary.</p>
<p>4. Review of Action Items</p>	<p>The following action items were reviewed:</p> <p>a. Marcia will send an email to Andy Gould to discuss library account withdrawals.</p> <p>b. Marcia will send out an email regarding the agenda and detail for the upcoming December joint Trustee/Friends meeting.</p> <p>c. Susan will send the LSTA grant notice to the Trustees so that Trustees can review and potentially mark calendars for a future application.</p> <p>d. Susan will send a pdf of the circulation tracking for all of the libraries in the Consortium.</p>
<p>5. Adjournment</p>	

Our next regularly scheduled meeting is set for: Tuesday, December 12th, 6:30-7:30 PM with the Friends of the Library. The Trustees’ regular monthly meeting will start at 7:30 PM.