

G.A.R. Library Trustees Meeting
 January 15, 2019
 7 PM, G.A.R. Library

Present: Susan Babb, Fred Chanania, Amy Custance, Virginia Selman, Sandra Capo, Ann Dooley, Wendy Reed, Holly Cole

Absent: Marcia Sellos-Moura, Pam Atwood

Minutes Recorder: Fred Chanania

Agenda Item	Outcome
1 Approve Dec. 2018 Minutes	December 2018 Minutes unanimously approved without amendment.
2 Director's Update	<ul style="list-style-type: none"> a. Warrants to be prepared and signed as they come in. b. Receipt of Ethics Information signed by Trustees present. c. Pearson Estate Bequest of \$10,619.91 to Library to be deposited in Trustees Fund when check arrives. Letter of acknowledgment to be sent. d. Letter of acknowledgment to Sanborn to be sent re: book donation e. New display case still being constructed; old case has been removed. f. Musket and 2 swords to be stored at Police Station if possible – Susan Babb to contact Police Dept. g. Trustee terms ending in 2019 – Sellos-Moura, Chanania, Dooley – nomination papers due by March 18, 2019 h. Staff News – Susan Babb retirement notice given with effective date of June 28, 2019; process for selecting new Head Librarian to be discussed at February Trustees meeting.
3 Budget Request for FY 2020	Trustees reviewed budget submittal prepared by Susan Babb using form required by Town Manager. New breakout of expenses and materials in the line accounts needed to facilitate recordkeeping required by state. Overall budget request is a 1% increase over last year's actual budget due to three small increases in hourly wage rate for 3 part-time employees. Raises are in line with Town salary range guidelines and will help to reduce staff turnover. Budget Request approved with addition of information on how much part-time staff turnover has occurred over last 2 years. Budget request as approved will be forwarded to Town Manager by Susan Babb.
4 Gift Book	Gift book for T. Beaton to be selected and purchased by Susan Babb and Ann Dooley with Trustee funds.
5 Review Action Items	<p>Susan Babb –ask police about storage of swords and musket formerly in display case; submit FY 2020 budget request to Town Manager; order book for T. Beaton.</p> <p>Virginia Selman (Correspondence Secretary) – write letters of acknowledgment</p> <p>Fred Chanania – type minutes and forward to Pam Atwood</p>
Next Meeting	Trustee's next meeting will be Tuesday, Feb. 5, 2019 at 7:00 PM