

The Community Library
Board of Trustees Meeting
January 11, 2018

Call to Order:

As a quorum was present, Vice President Jean Stennett called the meeting to order at 1:02 p.m. Present: Ruth Ashworth, Harriet Berard, Virginia Downs, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges. Excused: Linda Carpenter, Ken Hotopp, Dee Neary.

Guests:

Katherine Hawkins, who will be representing our library at MVLS, and Lynn Lawyer, CPA, our new library treasurer, were in attendance.

Minutes:

Mrs. Sand made a motion, seconded by Mr. Rockwell, and unanimously approved to accept the minutes of December 2017.

Director's Report:

Mr. Hedges has been meeting with TBS in regard to redesigning the technical support (building environmental controls) needed in the library.

Mr. Hedges indicated that there are problems with exterior lighting at the front and at the south side of the building that he is trying to rectify.

Treasurer's Report:

Mr. Peters outlined the financial report for the month of December. After each of the trustees reviewed the bills, written approval was given to pay the bills.

Committee Reports:

Finance:

Mr. Peters made a motion, seconded by Mrs. Berard, and unanimously approved to transfer \$60,000 into the renovation fund.

Mr. Peters indicated that the finance committee will meet to begin development of the 2019 budget.

Mr. Peters provided the oath of office to Mrs. Lawyer to be notarized.

Personnel:

At the request of Mr. Hedges, Mr. Peters made a motion, seconded by Mr. Rockwell, and unanimously approved to appoint Victoria Van Wormer as provisional clerk.

Policy:

Mrs. Sand outlined the changes to the Bylaws regarding responsibilities of the financial officer. She requested that the trustees review these changes to be voted upon at the February meeting.

Mr. Rockwell agreed to research the question of the need to bond the library treasurer.

Board Development:

Mr Hedges presented a *Guide to the Calendar of Important Duties and Functions*. Mr Hedges asked trustees to e-mail suggested changes to Mrs. Neary.

Long Range Plan Implementation:

Mrs. Sand explained that this plan was to be implemented 2015-2020.

The goals of a larger children's area, an area for large group meetings, and improved energy efficiency will be accomplished with the current renovation project.

The goal of increased publicity has improved, but visibility still needs improvement.

Outside signage could be improved, but approval of the Historic District Review Commission is needed.

The goal of expanded connections with the community is "a work in progress."

Building:

The committee will meet January 17 at 1:00 p.m.

Financial Structure:

Mr. Peters indicated that the suggested changes will be evaluated each month.

Mrs. Berard made a motion, seconded by Mr. Rockwell, and unanimously approved to elect Mr. Peters as the financial officer.

New Business:

With the resignation of Mr. Hart, a new trustee is needed. Various community members will be approached.

Important Events:

2/8/20 1:00 p.m. Next regular board meeting

2/28/20 Library Advocacy Day

Adjournment:

Mr. Peters made a motion, seconded by Mrs. Berard, and unanimously approved to adjourn at 2:37 p.m.

Submitted by Virginia Downs