

**Effingham Public Library  
Board of Trustee Meeting minutes  
February 19, 2019**

The meeting began at 6:03 PM

**Present:** Maureen Spencer, Crystal Hoyt, Grace Fuller, Chuck Fuller, Johanna Vienneau, Heidi Foy, and Cheryl Feirick.

**Public Comment:** Cheryl had a question regarding becoming an alternate.

**January Minutes:** Minutes were reviewed. Maureen motioned to accept the minutes. Heidi seconded. All approved.

**Treasurer's Report:**

- We had a short discussion about changing banks (from Citizen's to Northway).
- Unanticipated Funds: Maureen motions to accede \$40.00, Grace seconds. All accept.
- Chuck shared how he and Sheena have set up QuickBooks Pro
- He also shared that the Library was not audited last year. The Library will be writing checks for \$1,716.56 and \$572.61 for the fiscal years 2017 and 2018, respectively.
- Chuck motions and Heidi seconds that we accept the revised annual reports for 2017 and 2018. All approved.

**Director's Report:**

- The Treasurer's responsibilities will be much less now that we have a bookkeeper. Defining this will be useful.
- We need to start up the Governing Documents Subcommittee.
- A mystery: the outdoor "window box" planters are missing.

**Building & Maintenance:**

- The heaters were cleaned.
- ParSem will be taking the stairs.

**New Business:**

- Crystal will be putting the agenda, minutes, and treasurer's report for 2019 onto the library's website.
- At Town Meeting, EPL will have a table representing the library. Cheryle will bring items for a display
- Are there any other activities or programs that we should start planning for? ie: decorate scarecrows, game time (cards, ma jong)
- Something to think about...a newsletter. Perhaps quarterly? Look at what other libraries do. First one should be paper (direct mailing). (EPL does a kids' newsletter, sent home through the school.)
- Chuck: Some grant research, an aggregator. We can try it, in Chuck's name, for \$100, and put on one of the library laptops. The library license is \$400 and if this is promising, we can try to get other non-profits to chip in.
- Historical Society: Paint Night Feb. 23, \$25.00 for scholarship

**Motion to Adjourn:** Grace motioned, Johanna seconded. All agreed.  
Meeting adjourned at 7:38 PM

Next meeting is Tuesday, March 19, 2019 at 6PM