

**Effingham Public Library
Board of Trustee Meeting minutes
January 2, 2019**

The meeting began at 5:58 PM

Present: Maureen Spencer, Crystal Hoyt, Grace Fuller, Johanna Vienneau and Heidi Foy. Chuck Fuller joined us at 6:22.

December Minutes: Minutes were reviewed. Maureen motioned to accept the minutes. Grace seconded. All approved.

Public Comment: Heidi asked what the Trustees do?

No **Treasurer's Report**

Director's Report:

- Due to the early meeting, there is not much to report. Crystal is working on statistics.

Building & Maintenance:

- We do not know yet if the heaters were worked on.
- Maureen will look for a to purchase at camera at Best Buy.

New Business:

- Maureen talked to Sheena Abbott about being a bookkeeper. It should take her about 1 hour per month to do the bookkeeping (since the town does the payroll). This will be accomplished by working with the Treasurer. Maureen motions that we hire Sheena as a bookkeeper for \$25.00 per hour. Johanna seconds. All approve.
- We will be presenting to the Budget Committee next Tuesday, at 7:15. In our budget, we should be asking for a Substitute per diem.
- We are scheduled to present at the Selectmen meeting next Tuesday, Jan. 8, at 4PM.
- We will meet with Chuck, in a work session, to go over the YTD numbers for 2018 on Monday, Jan. 7, time to be determined.

- Town pays FICA and other items, including Workmen's Comp. But, if the Library employees are not town employees, then the workmen's comp may not apply.
- Grace requests that at February's meeting we discuss Policies and Procedures.
- Chuck Fuller is submitting his intent to be a temporary Library Trustee to fill a vacant position. Johanna moves to accept, Grace seconds. All approved.
- We each need to fill out an evaluation of the Library Director before the next meeting and send to Maureen.

Motion to Adjourn: Grace motioned, Johanna seconded. All agreed.
Meeting adjourned at 7:15 PM

Next meeting is Wednesday, February 13, 2019 at 6PM