
Date 19 November 2019 | *Meeting called to order by* Grace Fuller @ 6:04

In Attendance

- Present: Grace Fuller, Erik Jones, Pat Piper, Cheryle Feirick and Crystal Hoyt - ex officio
- Sue Regal was presented to the Board as an Alternate Trustee. Grace will request that Selectmen appoint Sue – Sue will need to be sworn in by Town Clerk upon approval
- Heidi Foy requested and was granted a temporary leave of absence from her role as Library Trustee while she convalesces

Review and Approval of Minutes

The minutes for October were read and approved with further corrections. Moved to accept by Grace and seconded by Cheryle. Passed.

Treasurer's Report

- \$76 in unanticipated funds, moved to accept by Grace, seconded by Erik. Passed.
- Grace noted that Susan Seeley's salary can be moved to our account - \$13.26 x 30 per week = \$397.80 – From November 2 (her last day) through November 30. Pat to talk to Brian about procedure for requesting the transfer. More discussion set for December meeting.
- Pat asked to go over the Internet bills for the year as only one is listed in the budget vs. actual report.
- Pat was informed by Erik that the second checking account needs to be spent out to \$0 by December 31, 2019. There is currently a balance of \$2,252.84 in that account.
- All agreed that a snapshot of income/expense per month and a budget vs. actual are the two reports that should be provided by the Treasurer.
- Erik noted that the funds located under the item *Unused Funds Returned to Town* should be moved to *Lapsed Appropriation*
- Grace moved to accept Treasurer's Report, Erik seconded. Passed.

Library Director's Report

- Crystal presented monthly report. Monthly copies will be kept in notebook with minutes.
- Grace will print out the compliance posters and make them available in the office
- A spirited discussion ensued about programming for seniors – set for more discussion at December meeting
- Crystal requested that we consider creating and filling a Volunteer Coordinator position. This person would be responsible for volunteer training and task assignments
- Grace responded that she thought a Volunteer Marketing person who took care of newspaper advertising and social media would also be a boon
- Pat has agreed to develop a library equipment and software inventory that would include a replacement schedule

- Crystal showed Trustees a thank you card from Maureen and a thank you card from Katie from earlier in the summer

Old Business

- Discussion of how much we have to spend before December 31. Pat will provide an up to date report that includes anticipated expenditures
- Erik discussed the nature and use of the trust funds – The Trustees of Trust Funds manage 4 funds and the Library is the spending agent for the fifth expendable fund. This the Library is trustee to be used for the purchase and maintenance of Library equipment. AV software is considered maintenance in this context.
- Grace will present to the Selectmen a request to replenish the expendable trust fund to the \$5k level – If approved, Selectmen will draft a warrant article that will be voted on at the March Town Meeting
- Pat discussed when the Trustees of the Trust Funds will meet in December and she responded that they do not have a December meeting scheduled. If we want to spend from the expendable fund for the purpose of purchasing equipment, we need to move on this quickly
- The results of the water test were poor – our water is radon positive
- Cheryle discussed the possibility of asking Lisa Gardner to an author's tea

New Business

- Erik requested that all email correspondence between Trustees CC: epltreasurer@outlook.com
- Discussion of Children's Christmas Party scheduled for 12/21/2019 at 1pm. Sue and Cheryle agreed to work on the logistics and support of this event. The Trustees agreed that Crystal can ask Susan Seeley to work this event as a consultant for \$15 per hour.
- Grace brought up the idea of a Trustee dinner and we deferred discussion until after the holidays
- Tuesday, December 3 was noted as a possible volunteer training day
- We discussed the possibility of scheduling a space analysis for the Library. Erik said he would contact some vendors to determine a cost.

To Do

- Pat: go over the Internet bills for the year as only one is listed in the budget vs. actual report.
- Pat talk to Brian about transferring Susan's unused salary for month of November into the Library budget
- Pat move the funds located under the item *Unused Funds Returned to Town* should be moved to *Lapsed Appropriation*
- Grace: print out compliance posters
- Grace will ask Selectmen to accept nomination of Sue Regal as alternate trustee
- Pat: hardware/software inventory and replacement schedule
- Grace will present to the Selectmen a request to replenish the expendable trust fund to the \$5k level
- Erik: contact vendors to determine the cost for a space analysis

Next Meeting

December 10 @ 6 PM

Motion to adjourn made by Pat, seconded by Erik. Passed.

Adjourned @ 8:01pm.