

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
MAY 21, 2014, 7:00 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Sandra Carr, John Filson, Angela Johnson, Bruce Kennedy, Cheryl Littlefield, Mary O'Neil, Fay Melendy, Friends of the Library, Mary Cronin, Library Director

ABSENT: Susan Bailey, Tom Reinfuss, Linda Smith

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 7:02 PM.

APPROVAL OF MINUTES: Trustees Meeting, April 16, 2014: Motion by Cheryl Littlefield to approve the minutes, seconded by Angela Johnson. There was one change regarding cleaning the building. With that change the motion to approve minutes as amended passed unanimously.

REPORT OF THE TREASURER: In the board packet. Treasurer Angela Johnson summarized her written report: Total checking/savings of \$9,344.61; an increase of \$150.10 in the Wells Fargo account due to market fluctuation; one cent earnings in interest. On the Statement of Financial Income and Expense, Angela said she set up an account for electronic materials as Mary Cronin had suggested. She said the budget drawdown is at 42.45% and we've used up quite a bit of the maintenance budget.

Motion by Cheryl Littlefield to accept the Treasurer's Report, seconded by Bruce Kennedy. The motion passed unanimously and the Treasurer's Report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: In the board packet. Library Director Mary Cronin summarized her written report to the board: One of the public computers needs repair and ComputerPort has been called to take a look at it. There were 20 responses to the Impact Survey; some of the responses indicated a concern regarding privacy when using the public computers, therefore Mary said she is looking into getting privacy screens for the monitors. Mary said she is holding off on getting a new laptop for the moment. She added that the video projector is acting up. New shelving has been installed as well as the outlet for the humidifier. New steps will be installed this summer. Merle needs about 4 yards of mulch for the garden at a cost of about \$195. A canopy is needed for the patio area and Mary suggested waiting for the kayak money. Mary requested scheduling an extra hour or two per week for both assistant librarians and foregoing hiring a youth summer assistant this year. The board agreed with this. The Goldberg Foundation has granted \$2,000 toward interior renovations and the board suggested requesting the same amount from the Ham Foundation.

Motion by Cheryl Littlefield to accept the \$2,000 grant from the Goldberg Foundation, seconded by Sandra Carr. The motion passed unanimously.

John Filson said he would like the selectmen and advisory budget committee to know that we're making progress in acquiring funds; Peter Stevens agreed with this and asked Mary to write a letter advising them that we have received this grant and that we are in the process of applying for another one.

GALLERY: Same as last month.

FRIENDS OF THE LIBRARY: Fay Melendy said we're moving right along on the barn tour. She displayed for the board a draft poster advertising the tour. She said we need suggestions on how to get volunteers to assist us that day in many endeavors. Mary said she will put up a signup sheet for volunteers. There will be a meeting for volunteers the evening of June 12 at 7:00 PM here at the library. Fay reported that the book sale went very well and made over \$500.

OLD BUSINESS:

Strategic Plan – report on Committee's first meeting 5/19: John Filson said we had a good meeting and discussed ways of finding out what the public wants from the library, such as a listening session and community face-to-face interaction. He said they discussed sending representatives of the committee to town organizations such as the PTO, as well as talking with staff and trustees from other libraries. He said the goal is to complete a draft plan by the end of summer, ready for review in September. He said in June we will talk about resolving what steps we'll take to get community input and come as close as we can to the structure of a report. He said we will try to complete a questionnaire before schools gets out, to be sent home to parents. Mary suggested offering a prize for filling out the survey.

Kayak raffle – progress report, tickets for sale. Raffle tickets have been printed up and are for sale.

NEW BUSINESS:

Investment Committee – met on 4/30; discuss how to invest funds received from annuity: in the board packet. The committee reviewed advice and recommendations from Hersh Sosnoff. The board requested that Angela Johnson set up an account with Vanguard and to also check with Wells Fargo. John Filson suggested having Peter Stevens and Angela Johnson come back to the board with a recommendation for distribution of funds; but Peter said he would like Mary Cronin and Angela to make the recommendation. Mary will do a projection of what money will be needed. Peter added that we would want dividends to be reinvested in the Vanguard account.

Investment Policy - review draft revision: Tabled for this meeting.

Right-to-Know presentation – discuss meeting on May 15: Discussed.

NHLTA conference 5/19 – report from those who attended: Mary read Linda Smith's report.

Interior Renovation - \$2,000 grant received; seek additional grant funds? Already discussed.

Library Garden – update on steps installation; canopy for patio area: Already discussed.

Volunteer Appreciation – plan event for June: Mary said this will take place on June 26.

Other Business: None.

ADJOURN: Next Meeting: June 18, 2014 @ 7:00 PM. Motion by John Filson to adjourn, seconded by Bruce Kennedy. The motion passed unanimously the meeting adjourned at 8:35 PM.

Town of Madison, Board of Library Trustees Meeting for May 21, 2014.

Approved Minutes

Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on May 24, 2014.