

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 19, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Susan Bailey, Angela Johnson, Melissa LaRoche, Tom Reinfuss, Mary Anne Sosnoff, Mary Cronin, Library Director.

ABSENT: Sandra Carr, Ron Force, Mary Russell, Carol Batchelder, Friends of the Library

CALL TO ORDER: The meeting was called to order by Chairperson Peter Stevens at 3:30 PM.

APPROVAL OF MINUTES: There was one spelling correction in the November 21 minutes. Angela Johnson moved to approve the minutes with this correction, seconded by Tom Reinfuss. The motion passed unanimously and the minutes were approved and accepted.

REPORT OF THE TREASURER: Treasurer Angela Johnson discussed the Statement of Financial Position and the Statement of Financial Income and Expense that were included in the board packet. She said the account at Wells Fargo hasn't been changed yet but we got the money this month. The total year-to-date in that account is \$11,351.96. Cash balance is \$664.16. She said Jackson Annuity dividends this year are 2% of the account, or \$135.65. She said we still have to get in touch with them to change the annuitant in that account. Angela said that in addition to a \$500 cash donation in November we received a \$1,000 donation from a patron to use for books for next year. She said we are at 93.96% in the town budget and we still have more bills in December, so we will end up pretty close. Mary Cronin added that the general maintenance line will be over budget due to snow shoveling and other expenses such as a fire extinguisher and building inspection. Tom Reinfuss moved to accept the Treasurer's Report and Mary Anne Sosnoff seconded the motion. The motion passed unanimously and the Treasurer's Report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: Library Director Mary Cronin said repairs to the building are underway and funds for the repairs have been encumbered in the town office to be paid out of the 2012 budget. Mary recommended that Trustees re-establish a committee to coordinate an annual inspection of the facility. The board decided to wait to form such a committee until more board members were present. It will be on the agenda for the January board meeting. Melissa LaRoche suggested having an annual pest inspection and she recommended JP Pest Services. Tom Reinfuss suggested going to the town to see if they have any annual inspections on other buildings and if so, to ask them to include this one; if not, to perhaps prompt them to have a town committee to inspect all town buildings. Mary said the town Recreation Committee will give us \$300 for upkeep of the Chick Room, and Mary recommended putting the money towards painting the Chick Room.

GALLERY: No report.

FRIENDS OF THE LIBRARY: Peter Stevens said the Friends are working on a long-term project on local barns.

OLD BUSINESS:

FULL BUDGET 2013: After discussion Tom Reinfuss moved to approve the 2013 budget, seconded by Susan Bailey. The motion passed unanimously.

ILS SWITCH TO KOHA

Review Draft Cooperative Agreement between Madison, Jackson, and Tamworth libraries. Mary pointed out that this Agreement is only for the software. Mary suggested that representatives from the boards of Madison, Jackson, and Tamworth should meet before the January 8 Jackson board meeting to finalize wording on the Cooperative Agreement to take to each board's January meeting for approval.

Review Sample Contract with Bywater: Mary pointed out that there was an error in the Bywater quote in our favor but Bywater will honor the quoted price for our contract and renewals. She said Bywater requested that if we plan to go with the quoted price, the contract should be signed by the end of January.

Mary explained that Bywater will set up a dummy system and give us four months to review it. The board discussed having the Cooperative Agreement and the draft Bywater Contract looked at by the Trustees' attorney and perhaps by the town attorney as well. There was a discussion of the timeline of meeting with Trustees of the other boards and contacting the attorney. Mary pointed out that the software migration process can't be started until we have the contract; the preliminary work is being done now. She said we've already been meeting for operation details and we've got some of the most basic stuff done already, and it would be good to get the two contracts reviewed and approved because otherwise we can't move forward. Mary said hopefully representatives from all three boards will meet before sending the contracts to the attorney so each board is fully aware of what the contracts mean. She added that it should be done within the next three weeks and then go to the attorney by the second week of January. Mary said the next meeting of the three Librarians is on Monday, January 7, here in Madison, in the morning, around 10:00 or 10:30 AM. Mary suggested that board members should feel free to send any comments about the contracts to either her or Peter Stevens or to come to the meeting on January 7. It was agreed that Peter would attend the meeting along with Susan Bailey. Mary added that this meeting should be posted because it is a formal committee.

REPAIR STREET SIDE SUNSPACE: Already discussed.

NEW BUSINESS:

ONLINE BANKING: Angela Johnson said if she could set up QuickBooks for online banking it would eliminate the cost of checks and postage every month and would be more convenient than printing checks. Motion by Tom Reinfuss to allow the Treasurer to set up QuickBooks for online banking, seconded by Mary Anne Sosnoff. The motion passed unanimously.

ADJOURNMENT: Motion by Tom Reinfuss to adjourn, seconded by Angela Johnson. The motion passed unanimously. The meeting adjourned at 5:00 PM.

Town of Madison, Board of Library Trustees Meeting for December 19, 2012

Respectfully submitted,

Patricia Ambrose
Recording Secretary