

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 15, 2014, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Sandra Carr*, John Filson*, Ron Force, Angela Johnson, Cheryl Littlefield, Tom Reinfuss, Mary Cronin, Library Director, Fay Melendy, Friends of the Library

*Members who were out of state and unable to be physically present participated by WebEx.

ABSENT: Susan Bailey, Bruce Kennedy, Mary O'Neil

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 3:37 PM.

APPROVAL OF MINUTES: Trustees Meeting, December 18, 2013: Motion by Ron Force to approve the minutes, seconded by Tom Reinfuss. The motion passed unanimously.

REPORT OF THE TREASURER: In the board packet. Treasurer Angela Johnson pointed out that we have received a \$1,000 gift so the checking account is up. She said the Wells Fargo account is up \$220.80 due to market fluctuation and Johnson & Johnson earned a dividend of \$39.60. Angela said she called the Northway Bank regarding the Jackson Annuity and learned that this account should have been closed out when Bob Risch passed away. The account will be closed and the funds will be coming to the library. There will be correspondence and forms to be submitted. She said we will have to find out about restrictions on individual endowment by reviewing the minutes from 2004. Peter Stevens suggested setting up a committee to see how to invest and suggested putting this on the agenda for next month. He said we need to acquire the death certificate of Bob Risch. Angela said temporary restricted net assets that will carry over to 2014 total \$3,023.87, including \$880.69 from the Friends, Leonora's Memorial funds of \$1,143.18, and a donation of \$1,000. There was a discussion about funds held by the Trustees of the Trust Funds, but Angela said it would cost more to cut the check than what we would receive. She said most of the funds are held by the Library Trustees. Angela said overall we did well on the budget. Mary Cronin noted that there are still a few bills that are not include on this.

Motion by Ron Force to accept the Treasurer's Report with gratitude, seconded by Cheryl Littlefield. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT: In the board packet. Library Director Mary Cronin noted that she had included a report on comparative statistics showing change in usage statistics since 2006, some of which are included in the annual report to the town. She noted that attendance and circulation are both down this year; we're not sure why, but this is why we need a Strategic Plan. She said technology help remains a frequently-requested service and she is planning a weekly series of talks or demonstrations on beginner technology topics. She said the new blinds have been installed and work very well. She said unfortunately there has been a lack of interest in the after-school tech club and it may have to be abandoned altogether. She said she has signed up for an online course on Survey Design which she thought might be quite useful, and the board agreed. She said she is looking into having a sure included in the next tax bill, and town clerk Marcia Shackford is getting a quote on the cost.

GALLERY: Nothing now. Angela Johnson suggested putting up artwork from students in the spring.

FRIENDS OF THE LIBRARY: Fay Melendy said there will be a program at the library on January 30 at 7:00 PM: Gloria Aspinall will be telling old-time stories from the valley on various topics. Peter Stevens asked if there will be monthly book sales. Mary Cronin said she thought we could have more frequent book sales, and Fay Melendy said the Friends would view this favorably.

OLD BUSINESS:

Planning for Strategic Plan: Next Steps: John Filson said he and Mary had not had time to get together over the holidays so there was nothing new to report. Mary said she had put \$300 in the strategic planning line and the next thing is putting together a schedule.

Policy Review: Finances and Bookkeeping Policy; ad policies affected by last month's decision to stop charging fines: Circulation Policy, Nook Policy, Use and Confidentiality of Information, Overdue Policy (new). Mary said she highlighted changes in the current policies. John Filson asked what happens in the case of lost books, and Mary said we send an invoice. Peter Stevens asked about the confidentiality issue and getting advice from counsel. Mary said you would call the town office and tell them you need a lawyer. Sandra Carr noted that if a subpoena is delivered the library staff is not involved.

Motion by Ron Force to approve the above-named policies as amended, seconded by Tom Reinfuss. The motion passed unanimously. Tom Reinfuss suggested putting the overdue policy in the library newsletter.

Full Budget (including Self-Generated funds) for Town report: Mary said we need to budget for income we're not sure we're going to get; some kind of logical guess. She noted that under Audio-Visual, self-generated funds had been moved up to \$900. She said a lot comes in during the year from fines or sales and goes back out to buy videos. John Filson suggested that a description of the renovations should be included in the funding plan under comments, and the board agreed. Cheryl Littlefield asked what sales are included in anticipated income: sales. Mary said we sell paperback and notecards and other small miscellaneous items.

Motion by Tom Reinfuss to approve the budget as written, seconded by Ron Force. The motion passed unanimously.

NEW BUSINESS:

Library Annual Report: Mary said this has to be sent to the town office by the end of the month along with the Treasurer's Report. Peter suggested including something about the space problems that we've had this year as a lead-in to the information about renovations. Mary agreed with this.

Non-Resident fee: Currently \$15. Mary said this is never really counted on for revenue because so few people pay it. she said she got a call from Albany asking about the non-resident fee because they have been paying the Conway library every year and that fee is now \$80 or \$90. There was a discussion about whether to change the fee and the board decided to put it on hold for now and put it on next month's agenda.

OTHER BUSINESS: Peter Stevens said the director's review is pending and asked Mary to let the review committee know a good time to meet and they will set up a meeting. He noted that the review committee consists of himself, Tom Reinfuss, and Mary O'Neil

Mary noted that the auditors are coming in January.

It was noted that the signup dates for board candidates are January 22 through January 31 at the town hall Hours are 8:000 AM to 4:000 PM except for Friday the 31st when they are open from 3:00 to 5:0000 PM.

Mary said she will be attending a USDA Rural Development Grant Workshop next week and she invited any interested Trustees to attend as well. She said these grants will assist with matching funds for any energy saving features like, for instance, a new boiler. The meeting will be Thursday at 1:00 PM in Conway.

ADJOURN: Motion by tom Reinfuss to adjourn, seconded by Ron Force. The motion passed unanimously and the meeting adjourned at 4:50 PM. Next meeting: February 19, 2014 @ 3:30 PM.

Town of Madison, Board of Library Trustees Meeting for January 15, 2014
Approved Minutes

Respectfully submitted,

Patricia Ambrose
Recording Secretary