

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 17, 2019 @ 3:30 PM
JOHN F. CHICK ROOM MEETING ROOM
MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Chair Cheryl Littlefield, John Filson (via WebEx), Mary Holmes, Angela Johnson, Bruce Kennedy, Christina McAllister, Patti Rau, Peter Stevens, Linda Smith, Friends of the Library Susan Lee, Library Director Sloane Jarell

CALL TO ORDER: Chair Cheryl Littlefield called the meeting to order at 3:36 PM

APPROVAL OF MINUTES

March 20, 2019 regular meeting: Motion by Linda Smith to approve the minutes of 3-20-19, seconded by Peter Stevens. The motion passed 7-0-2 with 2 abstentions.

REPORT OF THE TREASURER: Treasurer Angela Johnson explained the financial statements and budget drawdown statement for the new board members. She noted that the Statement of Financial Position shows a total in checking and savings of \$5,885.08. She said we have some assets in Vanguard accounts which we invested in a few years back. She said the Vanguard Hocking Endowment account totals \$5,450, and earnings from this account are strictly for the purchase of books. She said this month this account earned \$47.05 in dividends and \$109.89 in market fluctuation. She said the Vanguard S&P VOO account was originally an \$18,000 donation. This account earned \$104.19 this month in dividends and \$241.20 in market fluctuation. These are unrestricted funds that can be used for whatever is needed. Angela said the equities are monies that came to us in prior years to be used for certain purposes and we have to track them. Angela said on the Statement of Financial Income and Expense it shows what we are receiving and spending on a monthly basis as well as year to date. She said income comes from use of the copier, cash receipts, miscellaneous sales, and the conscience jar collection which took the place of overdue fines. She said we receive public support through donations and contributions, mostly from the Friends of the Library. She said expenses include purchase of books and DVDs, copier usage fees, and cost of programs which are listed on the pack page. She said we can't use library income for programs; it has to come from donations or grants or from the Friends. She said this money is held for trustees either by the bank or through Vanguard. She said there are also expenditures from the town, which are indicated on the budget drawdown; this is money we get at the town meeting and is broken out by category. She said we track what the categories are and make sure we're allocating our expenditures properly throughout the year. She said Sloane does the budget in the fall and it is approved by the board to submit to the town.

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

LIBRARY DIRECTOR'S REPORT: Library Director Sloane Jarell said we have the statistics report as well as the report done by John Filson and they are looking good; the nice weather definitely brings more people out. She said the birch tree out front has been partly taken down and we need the rest taken down. A couple of trees out front needed to be trimmed, and a shrub with thorns needs to be taken down. Sloane said the slow cooker class was a big hit. She said we are looking into having a monthly gathering of people,

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perhaps to share food and/or recipes, as a lot of people in the class seemed to really enjoy the social aspect of it. She said we are inviting the Madison School summer enrichment program kids to our summer reading program and other fun activities. She said once we find out numbers, we will restructure. Sloane said she will be on vacation next week. The NHLA Conference is coming up May 9. She said everybody is working to get the catalog in order. She said non-residents who have library cards here will not be accepted at the Conway Library. She said Becoming Nicole is our book for One Book, One Valley.

GALLERY: Peter Stevens

FRIENDS OF THE LIBRARY: Susan Lee gave a report of last year's services, including five programs for the public, monthly book sales, sponsorship of One Book, One Valley, three "Little Libraries," grants, a new picnic table, a poetry contest, and designing the postcard booklets. She said we made \$2,225 in membership dues and donations, plus another \$250 in donations. She said this year we have five new programs. She said we gave direct grants to the library for several events as well as money for a state park pass.

OLD BUSINESS

NNHLC meetings:

1. Thursday, March 28 to work on draft of Coop Agreement: Sloane said this is now being signed by the director and the board chair in every library; we house those documents.
2. Thursday, April 4 – annual meeting.

NEW BUSINESS

Chick Room Key Request and Key Policy – John F. Chick Room and Main Library:

Sloane said the policy in the handbook is not being followed. She said John Filson has been working on two separate policies, one for upstairs and one for the Chick meeting room. This was discussed and will be brought back next month. Next time Sloane will let trustees know who uses the Chick room more than twice a month.

Selectmen Correspondence: FYI.

OTHER BUSINESS: None.

ADJOURNMENT: Motion by Linda Smith to adjourn, seconded by Bruce Kennedy. The motion passed unanimously and the meeting adjourned at 4:33 PM.

Next meeting: May 15, 2019 @ 3:30 PM

Town of Madison, Board of Library Trustees Meeting for April 17, 2019
Approved Minutes

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Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on April 18, 2019