

**ALICE M. WARD MEMORIAL LIBRARY BOARD OF TRUSTEE**

**MEETING MINUTES**  
**DATED 03/07/2016**

**CALL TO ORDER**

Meeting was called to order by Sharon at 5:30 P.M.

**ATTENDING**

Trustee's present were Sharon Belleville, Sue Gosselin,  
Craig Varley, Nancy Renaudette, Suzanne Phinney.

**APPROVAL OF MINUTES FROM LAST MEETING**

Minutes were approved by Suzanne and seconded by Sharon.

**ADDITIONS/DELETIONS TO AGENDA**

Explanation of new additions, are noted in policy review and other business.

**BUILDING MAINTENANCE/CONCERNS**

Sharon will be contacting Brian Dorman for a written estimate for the foundation, drainage and stone work. Rodney Smith will submit a estimate for electrical work that is needed for the Library.

**BUDGET REVIEW**

The Town of Canaan passed the budget at the Town Meeting on February 29. Suzanne congratulated the Librarian, and Trustee's on a job well done. Craig uses a spreadsheet for documentation of library transactions, example purchase's.

**POLICY/BYLAW REVIEW**

Craig will be writing a Whistleblower Policy for the Library.

**LIBRARY ACTIVITY (LIBRARIAN'S REPORT)**

The Librarian's report and activities were written and submitted by Craig. Craig please attach to the March minutes. Thank You.

**OTHER BUSINESS**

Craig will be checking into Grants to help cover the costs of foundation repair, drainage and stone work. The Trustee's and Craig had a phone conference with Catlin Corkins on March 9, 2016. Catlin will answer any questions we might have concerning available Grants from Vermont.

**ADJOURMENT**

Motion to adjourn the meeting was by Suzanne, and seconded by Denise. Meeting adjourned at 6:16 PM.