

# ***Alice M. Ward Memorial Library Board of Trustees***

## ***Meeting Minutes***

August 1, 2016

### **I. Call to Order:**

Meeting was called to order at 5:34 pm by Sharon and seconded by Nancy R.

### **II. Attendees:**

Trustees: Sharon Belleville, Susan Gosselin, Denise Carrier, Nancy Renaudette

Guest: Nancy Petro

### **III. Approval of Minutes from Previous Meeting:**

Sue made the motion to approve the minutes of the June 27<sup>th</sup> Special Meeting and the July 6<sup>th</sup> regular meeting. Seconded by Sharon. All approved.

### **IV. Additions/Deletions to Agenda**

#### **1. Nomination/appointment of new trustee(s):**

Library trustees have come to the decision to add an additional trustee to the board to better assure that meetings will have sufficient attendance to carry out library business. Two nominations were made, one to replace the vacancy left by Suzanne Phinney and one to fill the added position.

Sue Gosselin nominated Georgiana Carr and Nancy Renaudette seconded. All approved. Sharon Belleville nominated Nancy Petro and Sue Gosselin seconded. All approved. Paperwork was signed and sent to the town office. Both Georgiana and Nancy P. will go to the town office to sign their paperwork and take the oath.

#### **2. Patron survey:**

In response to a patron letter the trustees had decided as one of the responses to the letter a patron survey should be created and made available at the library on paper and also electronically for community members to access and complete. At our next meeting we will compile the questions for the survey with the goal of having the survey available by mid-September.

### **V. Building Maintenance/Concerns:**

Sue, with assistance from Ron King and Pam Jordan, has cleaned and organized the office and part of the kitchen area. The key to the safe was found and the safe will be

moved to the office to lock up electronic equipment such as cameras and the virtual reality gear. The next areas to be focused on are the storage room and the bathroom. \*there was old food- not sealed- that was found with evidence of mice presence. All old food was discarded along with some paper and cloth goods. Shelves and dishes were scrubbed and silverware stored in a sealed container.

Foundation/drainage: Sharon spoke to Brian Dorman. His plan is to do the drainage work in early fall. He will contact Chris Mailloux to schedule with him so that they porch can be done at the same time. The primary focus is drainage where the water is going in under the porch and into the basement. Grants have been applied for and if money is received on time he will do further foundation work this year. Otherwise we will focus on next year for additional work.

**VI. Budget Review:**

Accounting reports dated 1/1/16 – 7/29/16 were reviewed by the trustees. There are a couple of questions that need to be clarified with Noreen. Those categories will be clarified and discussed at next meeting.

**VII. Policy/Bylaw Review:**

No policies reviewed at this meeting.

**VIII. Library Activity:**

No librarian report this meeting as Craig is on vacation.

**IX. Ongoing/Future Goals:**

Book sales to be held at the Sugar on Snow and Moose Festivals.

Have survey ready to distribute by mid-September.

**X. Other Business:**

Excess books- A discussion was held on what we should do with excess books after the book sales are completed. Possibilities included donating to child care businesses and possibly the jail. Teachers from Canaan Elementary were offered first dibs on old programming materials and books for their use.

A fiscal sponsor is needed for the Tillotson Foundation grant that Craig recently applied for. Sue and Sharon will attend tonight's Selectboard meeting to request fiscal sponsorship by the town.

**XI. Adjournment:**

Sharon made a motion to adjourn the meeting at 6:25 pm, seconded by Denise. All approved.