

ALICE M. WARD MEMORIAL LIBRARY BOARD OF TRUSTEE

MEETING MINUTES

DATED 02/01/2016

CALL TO ORDER

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

ATTENDING

Trustee's present were Sharon Belleville, Sue Gosselin
Denise Carrier, Craig Varley, Nancy Renaudette.

APPROVAL OF MINUTES FROM LAST MEETING

Minutes were approved by Suzanne and seconded by Nancy.

ADDITIONS/DELETIONS TO AGENDA

Explanation of new additions, are noted in other business.

BUILDING MAINTENANCE/CONCERNS

Sharon submitted two estimates on the Foundation, Drainage and Stone work. Claude Houle and Brian Dorman estimate total was \$30,000, and Sheldon Gray's was \$21,000. Each contractor had followed recommendations from the Vermont Preservation Trust report that was done by Jan Lewandoski.

BUDGET REVIEW

The budget was finalized and sent to the Town Office to be included in the Town Report. There were some adjustments made as noted : There is a math error in the proposed budget in last year's town report – all numbers in 2015 proposed budget column were correct, but the General Account Total read \$70,124.48 and should have read \$81,263.05.

POLICY/BYLAW REVIEW

To review at a later date.

LIBRARY ACTIVITY (LIBRARIAN'S REPORT)

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

OTHER BUSINESS

Craig informed the trustee's that he will be posting any transactions of purchase's or petty cash to a spread sheet. This will enable him to monitor all transactions, and Noreen will have a document including slips, for the auditing of the town books. We discussed the possibility of requiring a loan to cover the ongoing expense of building maintenance. Craig suggested that he could look into Non-Profit agencies. At this time we will consider all the best options. It was decided to change the time of our monthly meeting to 5:30 pm, and if the meeting was to fall on a holiday, to hold that monthly meeting on a Tuesday.

ADJOURMENT

Motion to adjourn the meeting was by Suzanne, and seconded by Sharon.
Meeting adjourned at 6:33 PM.