

ALICE M. WARD MEMORIAL LIBRARY BOARD OF TRUSTEE

MEETING MINUTES

DATED 07/06/2016

CALL TO ORDER

Meeting was called to order by Sharon at 5:38 pm. Seconded by Suzanne.

ATTENDING

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

APPROVAL OF MINUTES FROM LAST MEETING

Minutes were approved by Sharon and seconded by Suzanne.

ADDITIONS/DELETIONS TO AGENDA

Election of Officers was held, Sue was nominated for Chairman by Suzanne and seconded by Sharon, Nancy was nominated for Co-chairman by Suzanne and seconded by Denise, Sharon was nominated for the Secretary position. Craig informed the board that he has not received any information on the Grants. Craig has been in contact with the phone company about network improvements and any savings available. The Librarian Contract was signed by Craig and the Board of Trustees. A copy of the contract will be filed at the Town Office and the Alice M. Ward Library. The cleaning up of files and storage room, will be a process throughout the summer months. Sharon passed out the new Purchase Order form that will be used starting July 1, 2016.

BUILDING MAINTENANCE/CONCERNS

Sharon informed the board that we are still waiting for a written estimate from Brian Dorman.

BUDGET REVIEW

We did not have a copy of the budget from Noreen to review.

POLICY/BYLAW REVIEW

Craig passed out the Whistleblower Policy, to be signed by the Board of Trustees. Craig passed an additional policy of the Alice Ward Library for the Board of Trustees to review for further discussion.

LIBRARY ACTIVITY (LIBRARIAN'S REPORT)

Craig submitted the Library report for June, please post to the July minutes.

OTHER BUSINESS

Craig informed the board about the outdated photocopier. He will check on service and reliability of this equipment. A Book Sale will be held for the Sugar on Snow and Moose Festival that are coming up.

ADJOURNMENT

A motion to adjourn the meeting was made by Sharon and seconded by Nancy, meeting adjourned at 6:50 pm.