

# January 13 2016 Trustee Minutes

Gay-Kimball Library

Board of Trustees Meeting

**Members Present:** Yvonne Peters, Allan Bailey

**Also:** Stephanie Charlefour – Librarian

**Treasurer's Report:** Checking – \$649, Fines – \$315, Memorial Fund – \$637, Petty Cash – \$105

Grand Total: \$1,706

**Librarian's Report:** Door Count: 992, Circulation: 1,676, Computer Usage: 68, New Patrons: 5

## **Old Business:**

- The library has 2.57% of the budget left and preparing to receive funds from the trust funds and the town.
- The library will be receiving \$7,200 from the trust funds. More was requested but denied by the Trustees of the Trust Funds due to a policy they believe is in place. The Trustees of the Trust Funds have been invited to a future meeting to discuss the topic further.
- A Letter of Understanding has been signed by the trustees and sent to the Selectman outlining how the library will receive its funds from the town in 2016.

## **New Business:**

- Selectman Update: Allan informed the board that the Town Meeting will be held on March 9th at 7:00. The library will be closing early that day so that employees may attend.

- The trustees voted and agreed to pay Stephanie insurance pay out as she has chosen not to receive insurance from the library.
- Stephanie suggested that one of the trustees have a key to the library incase of emergencies. It was agreed that Allan would be the best choice because he is the easiest to contact.
- The trustees agreed that they wanted to do a background check on new employees and that the policy will be looked at, at the next meeting.
- Stephanie discussed the importance of the ALA conference. The trustees asked if she would bring a budget to the next meeting to be looked at and decided on.

Meeting was adjourned at 5:30 PM. The next meeting will be held on Wednesday, February 3rd at 4:00pm.