

MONTHLY TRUSTEE
MEETING MINUTES

February 27, 2019

IN ATTENDANCE: Jani Fillion (chair), Judy JonesGirouard (vice-chair), Mary Swinyer (treasurer), Kim De Lutis (secretary), Judith Dean, Dawn Hatch, Sara MacIver, Barbara Enderson, Kevin Hastings, Meagan Carr (director)

CALL TO ORDER: Jani Fillion (chair) at 7:06 PM.

Motion to approve the minutes. MacIver questioned whether we should list the dollar amount of individual donations. Discussion. Carr said we list them because the Board has to accept each gift/donation. Moving forward, we will not list monetary donations that are part of the Fund Drive.

MSV –To approve minutes from 1.30.19 with amendment to exclude Gifts for the Fund Drive to be reported separately — Hastings/MacIver (9-0) – MOTION APPROVED

GIFTS

\$200 Coos County Quilters. Carr sent a thank-you.

OLD BUSINESS

None to report

Buidling Committee Report Review: See Attached

Hatch reported that Hastings picked up a railing for \$34+, but we need to find someone to install it. MacIver volunteered her husband, John.

ACTION: MacIver to confirm help.

Fillion commented that, in reaching out to community members, Peter McCabe said that after volunteering to install the handle, he felt wonderful helping the library. The Board truly appreciates Mr. McCabe's work and thanks him.

Discussion about a sign being put outside to show events. The Building Committee will discuss.

Director's Report Review: See Attached

The Friends of the Library chose June 1 for the Annual Gala and requested Board approval (see New Business).

Friends/Board Collaboration and fundraising

Discussion about Gala event in June and volunteer help. Hastings suggested the Board send a letter 2 months prior notifying of the Gala, not asking for money, but asking for support to help with the Gala. Carr and Fillion didn't think it was necessary and hesitated to overload people with mailings that are cost prohibitive at 55 cents each. Swinyer said a Gala invite is all they need. The Board agreed. Fillion suggested newspaper, posters, Facebook marketing, etc. and that it not conflict with other events in town, like last year. She also suggested that Carr and the staff decide what the Gala funds should go towards and bring their suggestions to the March meeting for Board approval. This way, they would know what they're working for in advance and could promote it to attendees to create vested interest. Dean suggested prospective volunteers could fill out forms at the gala to save on the mailing and increase the pool of volunteers. Carr confirmed that the Friends would like to make sure they are communicating efficiently with the Board in their fundraising efforts. Fillion said the Board is happy to work with the Friends for the positive outcome they bring to the library and to show our appreciation for all they do.

ACTION: Fillion and Carr to discuss a convenient time for the Friends to attend a meeting.

Discussion of Angie's leave. Fillion asked whether Wendy could be able to fill in for Angie's short-term leave. Carr said yes. Christine will cover Lap-Sits for Angie, as she had done a great job in Angie's absence previously.

Goals must e drafted for Misiaszek & Turpin's report, as required for the grant. Hastings said our purpose was to get their assessment to determine exactly how to proceed. Since it will be between Building Committee meetings, Carr will list where our priorities lie based on funding, goals, and needs for the future. Hastings asked if Carr felt comfortable drafting the proposal. She said yes.

ACTION: Carr to draft the proposal and send it to the Board for approval.

NEW BUSINESS

MSV – To approve June 1 for the Annual Gala fundraiser at the library. — De Lutis/Enderson (9-0) – MOTION APPROVED

ACTION: Carr to contact LHS and the Honor Society for babysitting.

MSV – To approve 5-week Story Yoga class for \$200 from the Angela Hall Memorial Fund — Hatch/Dean (9-0) – MOTION APPROVED

DVD renewals

Discussion about allowing DVD's to be renewed.

MSV – To allow DVD's to be renewed for 1 week, congruent with book renewals.

– Hastings/De Lutis (9-0) – MOTION APPROVED

ACTION: Hastings will update the Policies Manual.

Carr asked for the Historical Committee to set a date to meet Neil Vanalstyne to stabilize and repair frames.

MSV – To send Neil Vana the small artwork in the stairway to stabilize and repair. — Fillion/MacIver (9-0) – MOTION APPROVED

Kevin and Judy are signed up for the 3-year term. Kim missed the deadline but is doing a Facebook push as a Write-In. One new name is listed for the 1-year term.

Swinyer talked to Barbara at Stifel. CD is coming due March, and asked if we would like to renew it; it will not be automatically rolled over. Fillion agreed with Swinyer who suggested Ken Stifel come to a Finance Committee meeting.

ACTION: Swinyer will call Barbara to arrange a meeting (except March 12,13,14) with Ken Stifel to meet with the Finance Committee in early March before the grace period ends.

Fillion extended a heartfelt thank you to Barbara Enderson for her **XX** years as Trustee of the Littleton Public Library. Enderson was an invaluable asset to the Board and her knowledge, kind demeanor, and delicious cookies will be missed.

THANK YOU, BARBARA ENDERSON!

Motion to adjourn at 8:31 PM.

Next meeting will be Wednesday March 27, 2019
at 7:00pm.

Respectfully submitted,
Kim De Lutis, secretary