

G.A.R. Memorial Library Trustees Meeting Minutes  
 November 13, 2019, 7 pm, G.A.R. Library

Present: Marcia Sellos-Moura, Pam Atwood, Amy Custance, Wendy Reed, Tom Salvo, Corinn Flaherty, Sandra Capo, Holly Cole, Fred Chanania, Sherri Temple Pruyne

Also in Attendance: Terry Beaton

Recording Secretary: Pam Atwood

Agenda Item	Outcome
Trustees Fund review	Terry Beaton came to report on the Trustee's Fund. He reported we are as diversified as we can be by law. The portfolio is roughly 50% stocks, 40% bonds and 10% cash. Our portfolio is growing slowly, safely and steadily.
Approval of outstanding minutes	Marcia made a motion to approve the October minutes, Fred seconded. Marcia, Pam, Amy, Wendy, Tom approved. Fred, Sandra, Sherri and Holly abstained as they were not present at the meeting
Director's Update	All warrants were approved. To streamline the process, it was agreed Amy will be the primary signer for warrants, with Wendy being the alternate. This is a trial which will be re-assessed in 3 months. Corinn reported the library will close at 2pm the day before Thanksgiving. All full-time employees that were scheduled to work that day will be paid for the full day. Corinn proposed the Trustees purchase a bicentennial photo to frame for the library. The Trustees all like the idea, Corinn will come to the next meeting with costs for the photo and a frame. This purchase will come from the gift fund.
Review and approve FY20 Director's Goals	Goal #4 has been changed. Kate's office will stay next to the Children's Room. Some areas upstairs will be repurposed for a staff work area. It was suggested areas in the back corners, behind the adult fiction section, could be made into study/tutor areas. Corinn is researching the idea; her concern is it may not be ADA compliant. Corinn will rewrite Goal #4 and bring to the December meeting for approval.
Update on facility/HVAC system	Corinn reported there is still a bit of mustiness in the building but it is getting better. She said the dehumidifiers were installed today.
Update on cleaning	Corinn has gotten 3 proposals from outside companies to contract regular, basic cleaning (including dusting all shelves, bathrooms, sweeping/vacuuming floors). These companies have done cleaning for libraries. She reported the quotes are very different. She has given them to Wayne for review. It is still unclear if this line item would come out of the town maintenance budget or the library budget. The regular cleaning will most likely be effective July 1.
December meeting date	Marcia made a motion to hold the next Trustee's meeting on December 10 at 7pm. Fred seconded and all approved. Additionally, meetings will be the second Tuesday of the month.
Review Action Items	Corinn will get a cost for a bicentennial photo and frame for the library. She will follow up with Wayne on proposals for cleaning the library and find out whether this cost will come from the Library budget or Town Maintenance budget. Corinn will also determine when the budget is due to the town. Typically, it is due in early January, therefore the Trustees need to vote on it in December.
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