

G.A.R. Library Trustees Meeting Minutes
 November 8, 2018
 7pm, G.A.R. Library

Present: Susan Babb, Marcia Sellos-Moura, Sandra Capo, Fred Chanania, Wendy Reed, Pam Atwood, Holly Cole, Ann Dooley, Ginger Selman, Amy Custance

Recording Secretary: Pam Atwood

Agenda Item	Outcome
1 Approve Oct. 2018 Minutes	October 2018 minutes unanimously approved.
2 Director's Update	<ul style="list-style-type: none"> a. Warrants were all signed. b. All positions have been filled. c. Circulation is stable, e-book circulation is going up. Susan may use some state aid funds to purchase a new table or another piece of furniture, possibly a new computer. Susan also reported the library is certified.
3 Review Library Financial Report for FY 2018	Fred prepared and submitted reports.
4 Review of FY 2020 Action Plan	<p>2. Goal: Patrons of the G.A.R. will have better and more accessible use of spaces in the Library.</p> <p style="text-align: center;">Director and Trustees will:</p> <ul style="list-style-type: none"> • Work with the DPW to create an ADA accessible space in the outdoor patio • Investigate funding and planning for a redesign of the circulation area which may include space for a small enclosed meeting room • Update and modernize the lobby area to make it more visually appealing and effective <p>The Trustees would cover costs for a designer. We will ask the Capital Improvements Committee to help with costs of a designer. Susan would like to start a high school "page" program to get volunteer students to help in the library.</p> <p>Trustees unanimously approved FY2020 Action Plan.</p>
Discussion of preliminary FY2020 Budget	Susan plans to ask for a level funded budget but would like to boost salary levels. She will talk to Angus as all positions except the Director's position are just slightly lower than mid-level for their pay grade.
Review of policy on acceptance of	Susan wants to institute a policy because of instances that have come up recently. The Trustees unanimously approved the policy. With the town bicentennial, people may want to give items to the library for display.

historic document gifts	Susan will accept items on a case by case basis after the Trustees approve the gift. She will take pictures of the item(s) and document it's condition when possible.
Discussion of holiday closings	The library will follow the town's schedule. The Trustees voted to close the library at 5pm the day before Thanksgiving and New Year's Eve.
Review of custom-made display case quote	Susan has a quote from Pompanoosuc Mills. It has a 10 year warrantee and they will deliver and install it for \$225. The Trustees approved a wood case with cherry stain for \$3335, plus delivery, installation and a lock (Susan will get a quote for a lock). It has twin wheel locking casters and tempered glass.
Review of Action Items	Susan will get a quote for a lock for the new display cabinet. Amy will further research purchasing chairs. Ann will research a book donation.
Next meeting	Trustee's next meeting will be December 4, 2018 at 7pm.