

G.A.R. Memorial Library Trustees Meeting Minutes  
 June 11, 2019, 7pm, G.A.R. Library

Present: Susan Babb, Marcia Sellos-Moura, Pam Atwood, Fred Chanania, Sandra Capo, Amy Custance, Wendy Reed, Sherry Temple Pruyn, Ginger Selman

Guest Present: Corinn Flaherty

Absent: Holly Cole

Recording Secretary: Pam Atwood

Agenda Item	Outcome
Approval of May minutes	Fred made a motion to approve the May minutes, Sandra seconded. They were unanimously approved.
Director's Update	<p>a Warrants were approved. Susan noted she used minimal state aid this year.</p> <p>b Expenses and materials accounts are at \$0. For salaries account, Susan is returning between \$1000-\$2000 to the town. Dawn and Corinn are doing ARIS training on Monday, June 17. For the September agenda, Marcia noted the Trustees should review ARIS report with Corinn. Fred requested that Susan/Corinn change a line item on their monthly report, which currently reads "Trustee Money Market" to "Trustee Gift Fund".</p>
Discussion of future short and long term projects	<p>Susan listed a partial list of items she has instituted during her tenure, which include a 2<sup>nd</sup> phone line, preprocessed materials, updated policies, job descriptions for all positions, a strategic plan, painting of the interior of the library, significant updates to the children and teen rooms, institution of a monthly expenditures report, new front door and windows in the building.</p> <p>Some of Susan's ideas for the future include:</p> <ul style="list-style-type: none"> <li>- Better system for tracking databases (short term)</li> <li>- Update strategic plan (short term)</li> <li>- Replace dated computers (short term)</li> <li>- Staffing schedules and library hours (short term)</li> <li>- Tech plan (how/when to replace)</li> <li>- Redesign entryway and circulation area</li> <li>- Stronger Wifi</li> <li>- Meeting room area</li> <li>- Improved access to the second floor</li> <li>- Lead historical document cleanup</li> </ul>
Update on retiring member of Trustees	<p>Ginger was recognized and thanked for her many years of service and the vast knowledge she brought to the Trustees as this meeting is her last meeting. Marcia made a motion to have Fred research with the town (Angus Jennings) the procedure for appointing a Trustee mid-term, and give Fred the authority to develop a process that meets the town requirements. Fred seconded the motion, unanimously approved.</p>
Update on financial reconciliation	<p>Fred and Sandra have worked with the town accountant to reconcile the Trustee's account. For items to be paid out of the Trustee fund in the future, Corinn can send Sandra warrants, then Sandra emails the town to pay vendors out of the Trustee fund. Small dollar amount items get paid out of the gift fund, while large items come from the Trustee fund. Sandra made a motion to remove</p>

	all previous Trustees from the Trustee's bank account and have only Sandra, Marcia and Fred as authorized signatories. Fred seconded and all approved.
Update on new ramp	Wayne, DPW director, is going to put the ADA ramp out to bid. Amy will follow up with him so the Trustees can discuss details of the bids at the September meeting. Marcia made a motion to authorize Amy to spend up to \$10,000 extra for brick for the walkway from the Trustees Fund. Sandra seconded and Wendy brought up discussion about spending that much for bricks. The motion was withdrawn and Trustees agreed to have an ad hoc meeting if necessary to discuss. Wendy noted the May minutes reflect the town authorized \$7000 for the ramp when they should read \$17000. Wendy made a motion to amend the May minutes to reflect \$1700 for the ramp. Marcia seconded the motion, it was approved unanimously.
Update on library gardens landscaping	Amy is following up, gardens are being watered through the summer as needed based on the rainfall.
Update on Bicentennial Celebration	Marcia reported the Bicentennial display is progressing and will be ready for display on time.
Organization of June 26 Open House for Friends, Staff and Trustees	Open House will begin at 7pm on June 26. The library will close to the public at 6:30. The Trustees will bring a cake (Marcia made a motion, Sandra seconded, all approved funding) and the Friends are bringing snacks and light refreshments. Displays for the Bicentennial will be set up for the Friends and Trustees to preview and make suggestions before opening to the public. Sandra will invite Terry Beaton, Susan will invite all staff.
Review of Action Items	Marcia will put on the September agenda that the Trustees will review ARIS training. Susan/Corinn will change the monthly Trustee's report to reflect "Trustee Gift Fund" rather than Trustee Money Market". Since the Trustees need to appoint a replacement for Ginger, Fred will research the procedure with Mike McCarron so the Trustees can adopt as a policy. Sandra will invite Terry Beaton and Susan will invite all staff to the Friends and Trustees Open House on June 26. Amy will follow up with Wayne regarding bids for the ADA ramp. Pam will update the May minutes to reflect that \$17000 was approved by the town for the ADA ramp, not \$7000 as was initially reported. Wendy will ask Angus about specifics of ADA compliance so the Trustees can make informed decisions regarding the ramp. Fred will draft a thank you to Angus for his assistance on the Director search committee; Wendy will draft one to Ashley Adams.

The Trustee's next meeting is scheduled for September 10, 2019