

Minutes of the December 3, 2019 Regular Meeting
of the
Library Board of Trustees

Members Present: Karen McComb, Toni Morrison, Laura O'Connor, Amy Peters
Kathy O'Connell, Nancy Seifts, Nancy Welch.
Members Absent: Nancy Germain, Frank Mezzano.
Staff Present: Sherry Matthews
Guests Present: None

Meeting Called to Order by 4:00 p.m.

- I. Public Comments: None.
- II. Motion to approve the Minutes of the November 5, 2019, Regular Meeting was made by K. O'Connell, seconded by N. Seifts, and passed unanimously.
- III. Friend's Report: None
- IV. President's Reports – Karen McComb
 1. President McComb informed the board that a meeting with SALS representative Erica Freudenberger is scheduled for December 11, at 10 a.m. to discuss the Plan of Service. K. McComb, S. Matthews, N. Welch will be attending, and any additional board members are invited to attend as well.
- V. Treasurer's Report – Nancy Seifts
 1. Financial reports were provided to the Board prior to the meeting.
 2. Nancy Welch made a motion to set a discretionary spending (ie. holiday décor) limit by the Library Director of \$100.00 without prior Board approval, seconded by L. O'Connor, and passed unanimously.
 3. Nancy Seifts thanked the trustees who attended the budget meetings.
 4. A motion to allow Nancy Seifts to complete any necessary end-of-year intrafund transfers was made by L. O'Connor, seconded N. Welch and passed unanimously.
- VI. Committee Reports:
 1. Collection – Report is attached. The purging of books, etc. was discussed at length. In keeping with the Collection Policy, all purging will be approved by the Board on recommendation from the Collection Committee on a monthly basis. A listing of purged titles will be provided to Board members.
 2. Publicity – L. O'Connor presented a draft release pertaining to photos taken during programs, etc. Also the wording for the sign that will be made to inform the public of the policy.
 3. Building - K. McComb spoke to Randy regarding the steps and should be receiving more information shortly.

4. Personnel - No Report.
5. Fundraising – Gift card tree resulted in \$1,110.68 net profit. Future discussion regarding fundraising will take place in January.
6. Events - Movie Night was discussed. It is hoped that two movie nights will be held during the Christmas break. No other events are scheduled until 2020.
7. Community Involvement – liason with Friends – tabled til January.
8. Finance – No report.

VII. Director's Report: S. Matthews

1. Report was provided to the Board prior to the meeting.
2. Final report for 2019 Challenge Grant has been completed.

VIII. Old Business

1. Removal of items from basement - awaiting a dumpster in January.
2. Community Survey Results – Board was provided a report of survey results.
3. Karen asked the board to investigate the cost of printed totes. Will be revisited in January.

IX. New Business

Motion to adjourn was made at 5:52 p.m. by N. Seifts, seconded by L. O'Connor, and passed unanimously.

Respectfully Submitted,
Toni E. Morrison, Secretary