

**Meeting of the Board of Trustees
of Guernsey Memorial Library**

Date: Thursday, December 9, 2009

Time: 7:00 pm

Present:

•**Trustees:**

Barb Collins, Kathy Darrah, Craig Lawson, Angela Levesque

•**Library Director:** Sarah Wiggins

•**Treasurer:** Wendy Wright

•**Guest(s):** Brett Murphy

•**Absent:**

Tonight's meeting started at 7:10pm.

Review of Minutes of Previous Meetings:

The minutes of the three months were presented to the Board for review.

Kathy motioned to approve the minutes as corrected

Barb Collin's seconded the minutes of November 12, 2009

all in favor voted

motion passed

Kathy Darrah motioned to accept and approve pending corrections of the minutes of September, October and October's Special meeting for 2009

Barb Collins seconded

all in favor voted motion passed

Treasurer's Report:

Treasurer, Wendy Wright, presented each trustee with a copy of last month's treasurer's report. We reviewed the report for November 2009. A few moments were given for the trustees to review the report.

In short, GML's financial standing is good, according to the treasurer's report.

Time was given for the trustees to ask Wendy Wright a few questions about the report. The External Auditors contacted Wendy in attempt to meet with Sarah on November 23, 2009.

•Craig Lawson made a motion to accept the June 2009 treasurer's report.

•Kathy Darrah seconded the motion

•Motion carried

•All present voted for

Finance Committee Report:

Kathy Darrah gave the finance committee report. Kathy Darrah checked bills on November 17 and December 3, 2009 and found everything in order.

- Lawson made a motion to accept the finance committee's report.
- vesque seconded the motion
- All approved
- Motion carried

Monthly Library Report:

The Library Director took the time to share the library's report for the month of December. The report is included.

Administration

- Schlafer Construction is set to start the renovation project the first week in January. With Board approval Sarah will give Mr Schlafer a akey for the duration of the project.
- The Library Director presented the board with a Purchase Order for 104 "board" book" . The LD plans to give these away to new patrons, to encourage reading to very young children. Craig Lawson signed the P.O. For 448.03. All were in favor. Craig requested the L.D. write a proposal to the Rotary asking for assistance with the book giveaway program .
- The Library Director reported on statistics. Participation in all library activities has decreased.
- National Library week is set fo April 11-17, 2010.The Library Director presented the board with a packe outlining some activities for that week.
- The Library Director is trying to researching the former Friends of the Library Group.She is looking into updating the bylaws and checking on their incorporation status.

Technology

- The Library continues to have problems with it's high speed internet through Frontier. The Library Director suggested switching to Time Warner however this is not feasible , since we are still under contract with Frontier.
- The Library Director created a work form for use by the new computer technology.
- The Library Director presented the board with a Draft of the Web Camera policy.

Facility

- Brian Doliver spoke with Stan Foulds and Margret Boice to see if the school district would be willing to pick up our garbage. They agreed to come twice per month. Brian suggested a outdoor structure to put the trash in. It will cost \$375.75 to construct. The board was in full agreement with this. It was

decided unanimously that the Library Director would prepare a Purchase Order. Kathy Darrah agreed to come in and sign it.

- The Library Director spoke with Stan Foulds to discuss repairs to the 1st floor of the library ceiling. The tiles are discolored and cracking. Stan agreed that the school district could do the work at a cost of \$100.00. The board unanimously agreed to have the work done.

Old Business:

Revised Purchase Policy. Craig Lawson presented the policy to the board

- Craig motioned to accept the new purchase policy
- Kathy Darrah seconded
- all voted in favor
- motion passed

Board Candidate

- The board has three possible candidates to replace Laurie Doliver. Barb Collins will contact the perspective board members and invite them to attend the next meeting.

Confidentiality of Library Record

The Library Director is in favor of changing some of the wording in this policy. Craig will have our attorney look at this paperwork and our application that will appear on the website.

Envision Ware

The Library director has spoken with David Karre of Four County Library System in an attempt to gain more information on this software.

Decentralization Grant

The library sponsored two artist for this grant. We received funding in the amount of \$4,800.

- “Victorian Houses of Norwich, N.Y.” a coloring book by Whitman Studios

- “Lament for the Beach” by Victor Petryakov

Sarah has planned a one hour program for each at the library.

New Business:

Web Camera

Sarah presented the boardmembers with a policy to cover the web cam.

RFP

Requests for proposals are in for the Computer Technician Position, The proposals were received MCM Solutions, Information Systems Division, and Empire Computers. Kathy made copies for all boardmembers to take home and review. The board agreed to have a special meeting in December To discuss the RFP's.

Resolution

Craig Lawson put a resolution before the board to move \$4,800.00 dollars from the Capital Reserve Fund to the Equipment and Building Repair budget line #405.

- Angela Levesue motioned in favor of the resolution
- Barb Collins seconded
- All voted in favor
- Resolution passed

Executive Session:

At 9:15 pm the board decided to go into executive session to discuss a specific person or persons. Sarah Wiggins was invited to meet with the board of trustees in executive session.

- Angela Levesque made the motion to move the meeting into executive session at 9:15 pm.
- Barb Collins seconded the motion
- Motion carried
- All present voted for

The Board moved out of executive session at 9:55pm

Adjournment:

- Kathy Darrah made the motion for the board to come out of executive session and adjourn at 9:55 pm.
- Barb Collins seconded the motion.
- Motion carried
- All present voted for

Respectfully Submitted,

Angela Levesque, Secretary

Meeting of the Board of Trustees of Guernsey Memorial Library
Thursday, June 11, 2009