

NELSON LIBRARY TRUSTEE MEETING

10/09/2012 MINUTES

Call to Order 7:10pm

Roll Call: Linda Cates; Kris Finnegan; Laurie Smith; Max Nunnemaker; Carol Raynor

Past Minutes approved with corrections – Unanimous vote

Max resigned as a trustee due to greatly increase work load at his job and suggested Susan Kingsbury as a replacement. The board very regretfully accepted his resignation with the sincere hope that he will stay active as a volunteer when time allows him. Linda will notify the Selectman and request Susan be appointed as temporary Trustee until Town Elections.

Carol will be temporary secretary until a new one is appointed. Minutes will be posted on the Nelson Town Website. Treasurer reports will be filed in the Library Trustee Minutes Book in the Library

Kris and Linda will start looking for grant monies to help with the renovation of the Library basement to present at Town Meeting

Treasurer's Report:

October Expense Report not available as bank statements were just received today.

Laurie designed and presented documentation for transfers of money from Memorial Funds to the checking account to pay for specific items.

\$150.00 was transferred from the Sutenfield Fund to pay for part of the Summer Science Works program

\$20.00 income from an out of town Library Membership

\$169.58 to Baker & Taylor for books purchased

Linda & Laurie brought suggestions gleaned from Library Workshop

www.nhlta.org information for past workshops & conferences available on line.

Review & evaluate our trustee meetings looking for better ways to achieve our goals

Keep in contact with Selectman regarding Library needs and accomplishments

Public Hearings are required before accepting donations of \$5,000.00 or more

All gifts received in the past month must be voted on, accepted and included in minutes

Close the public meeting and go into private meeting for all personnel matters

Copy of the bank statement with informational notations will be presented at Trustee meetings and put into the Library Trustee Minutes Book in the Library

Policy for projector use postponed until November 13th meeting

Kris review of a book signing policy- Board decided to continue to have the Librarian organizing Book Signings as any other program at her discretion

Linda reviewed the great success at the Award Ceremony for Kris as Librarian of the Year

Budget is due to the Selectman by the end of the year – need to work on this at the November meeting

Discuss pay raises for Librarian and Library Aide (CPI for Boston is 1.7%)

Laurie will get updated budget & actual figures from the Town for next meeting

Shelving boards are needed to store the DVD's appropriately, Trustees OK'd asking Rob to do this and bill the Library for materials as needed (Taylor Gift account)

It is requested that all Trustees be at the Library with all printed or other materials needed and ready to start the Trustee Meetings promptly at 7:00pm

Next meeting November 13th 7:00pm Preliminary Agenda to include;

Budget

Projector Policy

Treasurer Report

Game Night

Evaluation of Trustee meetings

Respectfully submitted

Carol Raynor

_____ Date _____