Draft Minutes of the Board of Library Trustees—February 3, 2014—7:25 PM

Present: Ed Cook David Partridge Eileen Labak
 Myra Emmons, Director

Absent due to illness: Louise Price, Steve Russo

**Minutes:
We will review the January minutes in March, with a full board present.**

**Treasurer’s Report:**

-See attached report.
-We will determine how to input the budget into Quickbooks in order to run future reports.

**Director’s Report:**

-See attached report.
-We will request timely snow removal after storms from the Town. Though the library does not open until 10 a.m., staff arrives around 8:30 a.m. We need the snow removed and walkways sanded for safety. Additionally, it would be helpful if they came through again in the evening since the library is open until 8 p.m.
-Myra will review shelf life of the smoke detectors and, if necessary, put them on the maintenance schedule.
-Library is working on a program to collect patron emails and develop a patron preference form.
-Discussion continues regarding managing fines. We will have a Food for Fines collection soon.

**Updates:**

-The Board agreed that the Director has the authority to close the library due to inclement weather.
-The Board discussed plans for 2015
 Collection Policy review
 Social Media Policy implementation
 Library may offer an adult program about privacy options on the Internet
 Board will place Director review on their calendar.

-Outside painting must be completed in 2015. Should put professional carpet cleaning on the calendar, as well as cleaning the lights, full water testing. Check on when duct cleaning should get on the schedule.

**Adjournment:**

Our next meeting will be Monday, March 9, 2015.

**Ed motioned to adjourn. Eileen seconded. Motion passed unanimously in the affirmative.**