Draft Minutes of the Board of Library Trustees—November 5, 2014—7:07 PM

Present: Steve Russo David Partridge Eileen Labak  
 Myra Emmons, Director

**Minutes:  
Upon motion by David, seconded by Ed, it was moved to accept the minutes of the October 7th meeting as written. Motion passed in the affirmative unanimously.**

**Treasurer’s Report:**

-See attached report.  
-We received the Friends donation and it has been added to the budget. We are at approximately 84% of the annual budget.  
-We still have about $1,600 in programs for the remainder of the year. For books, we still have $2,000 in our own budget, plus about $1,700 in donations. We will likely have a bit of money left in our media budget at the end of the year to purchase books locally.   
-There is some suspicion that the electrical system in the building is not keeping up with the current technology needs of the library. It may be worthwhile to assess the kilowatt capacity of the library’s system. Myra will check with Tad to see if we can assess capacity, if the issue can be solved by balancing the breakers. Because it’s a facilities issue, we will go through the town to assess. Ask Tad if the person who maintains the town’s facilities could assess our electrical load.   
-Another possibility is that the UPSes that we use are old, and perhaps they are spiking. We may need to replace the UPSes. We did not purchase any new UPSes when we bought the new computers. We should probably get onto a rotation with those; we have ten in the building right now. Myra will identify the oldest UPSes and we will begin updating them in order.

**Dave made a motion to authorize Myra to replace up to three UPSes if their age and condition warrants it. Eileen seconded. Motion passed unanimously in the affirmative.**

**Director’s Report:**

-See attached report.  
-Myra has written leave of absence letters for two staff. The subs and staff have filled in. Myra will give the staff members a few more weeks to recover, then assess whether we need to move forward with temporary fill ins. We could possibly give some hours to our summer page to alleviate some of the workload.  
-Regarding the front door, Myra will talk to Tad to see if the town can replace the door (there are numerous gaps) prior to winter. Otherwise, we will lose quite a bit of heat, which will affect next year’s budget.  
-Myra compiled a list of comparable libraries to assess number of fulltime staff.

**Updates:**

-Dave ordered the computers. Myra ordered the Chrome box. Sequoya is working on them. We do not need a print server. The printer was moved and everything works beautifully now.  
-CSDA will take two computers for a take apart day; the Girl Scouts will take two. Dave will wipe them and contact Eileen for pick up.  
-Payroll/direct deposit. Without the budget approved, we would still support direct deposit. We do have the money to start direct deposit in December 2014. We feel it’s better to start on 12/1 over 1/1, for ease of troubleshooting. We could do a one week pay period at the end of November, then start direct deposit on 12/1/14.

**Dave made a motion to adopt direct deposit on a twice monthly pay schedule. Ed seconded. The motion passed unanimously in the affirmative.**

**Budget:**

**Budget meeting is Monday, November 10, 2014, at 7:15 p.m. in the Town Hall.**

**Future meeting topics:**

-New library. How do we start discussion? The Friends created a 503(c) to hold any money acquired through grants, donations, etc. It is best to first know what is available to purchase for land. Myra will contact a person to come talk to the Board regarding fundraising. The Facilities Committee may have ideas from a study done in 2006-2007. What needs have changed since then? New Boston hired a fundraiser to raise the money for their library. Some fundraisers take a percentage; some get paid up front. Are there any people in town with these skills who might want to volunteer? It may be too difficult for a volunteer to do this on their own. Could a volunteer apply for grants? Would the New Boston library director send a trustee to one of our meetings talk to us about their success? Fundraising/Grants/Land are the three pieces to start with.

**Adjournment:**

Our next meeting will be Tuesday, December 2, 2014, at 7 p.m.

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