

Cobleigh Public Library Trustees' Meeting

Date: June 11, 2019

Attending: Jan Wade, Cindy Karasinski, Jeanne Laughton, Jessica Simpson, Lorrie Mawhinney

Minutes: Motion to approve May minutes. Jan moved, Jeanne 2nd. Motion passed

Friends of the Library: Linda Britt updated the board on progress for the annual Book Sale. They have been increasing their sales goal and hope to earn \$3500 this year. Book Sale is Oct. 11 & 12.

Treasurer's Report: Jess made a motion to accept the report. Jeanne seconded. Motion passed.

Librarian's Report:

- Volunteers are needed for the Coin Drop on Saturday, Sept. 21. Board members and others should sign up for two hour shifts and help is needed moving the signs into place. Cindy will have a sign-up document.
- Board discussed meeting dates for September and tentatively decided on Tuesday, Sept. 10th. Members would like to, if possible, keep a consistent day and week for meetings—tentatively the 2nd Tuesday of the month.
- The need for an audit was discussed, as some larger grants will not consider proposals without an annual audit. The town of Lyndon does a yearly audit, but does not include the library. Jan will ask someone at the town offices for guidance on the audit process.
- The library is unable to hire an Americorps volunteer this year, as there is not time for the volunteer to get in the required hours.

Old Business: The board discussed specifications for plaques to be displayed in the mezzanine. It was decided that plaques must be 5" 7" x " and made of walnut. Engraved plates should be black with gold engraving and gold around the edges. Plaques will be made at the expense of the patrons. Lorrie made a motion to accept these specifications. Jan seconded and the motion passed.

New Business:

- Cindy shared the draft of the Book Mobile appeal letter that will go out to patrons to solicit donations.
- The updated version of the library's Narcan policy was shared with board members. Jan moved to accept the policy and Lorrie seconded. The policy was approved.
- The Incident Report form was also updated. Jess made a motion to accept the form, Jeanne seconded. Motion was approved.

Lorrie moved to adjourn the meeting at 7:25pm. Jeannie seconded. Motion approved.

Next meeting: Tuesday, Sept. 10th at 6:15pm.