

CPL Minutes

May 12, 2015 5:30 p.m.

Attending : David, Cindy, Don, Lindsay, Garet, Pat

1. Minutes from 4/28/15 meeting - Motion to approve - 1st, Don 2nd, Lindsay Approved
2. Financials
 - a. The Town is still using the old balance sheet format. Don hopes an update will be in place by the next meeting.
 - b. We originally anticipated using \$33,000 from the Endowment Fund to balance the budget. Cindy was able to find \$13,000 and because there is not a need for an audit we saved \$7,000, the net being needed \$13,000. The money will come from interest and dividends.
 - c. Don is working with Laurie at the town offices to set up a bookkeeping system that will separate out each Bookmobile expense item. Presently all expenses are grouped together. Other grants hopefully will have the same format so that we can determine at any given time what that grant balance is.
 - d. Don will be working with Suzie to determine the Manton fund balance and then moving that balance to the town account. The intent is to have all grants held by the town.
 - e. The Edward Jones report is showing steady returns on our investments.Motion to approve - 1st, Lindsay 2nd, Garet Approved
3. Municipal Library discussion
 - a. Don and David met with Dawn Dwyer, Town Clerk, to discuss the status of the Cobleigh as a municipal library and the accounting practices which need alteration to fit needed requirements. Her top priority is that a Trustee should sign off on the breakout of invoices before presentation to the Town creating an additional layer of oversight. Don is willing to do this.
 - b. Don presented a paper from the same meeting titled "Municipal Library Definitions/Requirements" and a condensation of the document he created which showed the areas in which the Cobleigh is compliant as a municipal library and the others where it is not. There was a question concerning the origin of the list. Was it received from the auditor? Upon review, the Trustees felt that some of the non-compliant items were either 1) being done already or will be 2) fuzzy and/or contradictory. The Trustees would like to invite the auditor and a member of the Select Board to a meeting to offer clarification.
 - c. Ms. Dwyer will put us on the agenda for an upcoming Select Board meeting. Don will attend to tell them how the Trustees are moving forward on specific non-compliant items.
4. Librarian's Report
 - a. Congratulations to Abbey for her recent hiring at the LSC Library as the new interim Public Services Librarian.
 - b. The new appeal letter for the Bookmobile is needed soon in order to be approved at the June Trustees meeting. Cindy reported that many sources which traditionally have helped with BOW funding are no longer available. The time is right, as the appeal letter is composed, to create a campaign committee to formulate fund-raising strategies. Of particular concern are outlying towns which

benefit greatly but offer little financial support.

5. New Business

- a. Cindy read an update which stated that the mediation process between the Town and the party held responsible for the flood downstairs is moving very slowly. Library representatives are not allowed at the meetings. Bids are being sought now for the street repair work which is expected to begin soon.
- b. The summer raffle, "Life's a Beach", sponsored by the Friends is underway with a wonderful collection of prizes.

6. Adjourned - 7:05 p.m.

Respectfully submitted, Pat Webster