

CPL Minutes

June 9, 2015 4:30 p.m.

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

Minutes from 5/12/15 meeting - Motion to Approve - 1st, Lindsay 2nd, Garet - Approved

Treasurer's Report

The Town balance sheet format is still unchanged.

Cindy reported that the Library is over-budget due to unanticipated bills - plumbing repair costs for the downstairs leak in March, the new fees for garbage removal (\$45.00 per month), the need for at least two new dehumidifiers, elevator maintenance, the insurance deductible for the Bookmobile accident, etc. (Cindy said that the \$1,000 insurance deductible will come out of the bookmobile accounts and could come out of bookmobile appeal letter funds so it won't impact the grant funds.)

Don asked if unrestricted funds from the Friends could be put to use for these unexpected bills.

The current Edward Jones report of the Cobleigh's portfolio showed a slight decline.

Motion to approve - 1st, Lindsay 2nd, David - Approved

Librarian's Report

The underground drainage pipes by the Library have been repaired and everyone is hopeful that flooding in the Children's Room will not occur again.

Lindsay asked if the blood pressure cuffs are now being signed out. Cindy said they will be available once they are packaged.

David asked about the dehumidifier situation. Cindy said that new machines are needed right away. She will purchase two for now.

A bid for the door alarm system was received from Round Hill Fence and Security. The cost is reasonable along with an annual monitoring fee of \$216.00. The alarms are monitored remotely and local police are notified if a problem is detected. The Board asked Cindy to seek a second bid, as well.

Old Business

BOW Appeal Letter - David's recently created letter was approved. Lindsay offered to check the list of people who currently receive the letter. She said that the new letter is good for our usual contributors but suggested that a second letter which offers more info on purpose, programming, statistics, etc., would be effective for those who have not received it before. David also wondered if the mention of diminishing grants, etc., might help increase donations.

New Business

Freeze Alarm - Although an alarm hasn't been needed in the past, Board members thought it would be worthwhile to get a bid since the cost would probably be minimal. Cindy will consult Round Hill.

Manton Foundation - Don created three documents 1.) A budget report with the breakdown of 615 categories and YTD expenses. 2.) A listing of all specific expenditures by date beginning in October, 2012. 3.) A listing of expenditures by year.

Don asked if there is a time limit on spending the rest of the grant. The yearly costs have been averaging \$3000 so the grant could potentially be used for another 12 to 15 years. Cindy has submitted a final report to Manton and did not believe there was a specified end date but will contact the Foundation for confirmation.

Don also noted the liability insurance/registration expenses are being paid out of the library budget and not the Bookmobile budget. This should be changed.

Cindy then reported that all the rivets on the bookmobile need replacement and OBS will do this at no cost since they take responsibility. The vehicle will also need undercoating.

Wish List - Don suggested that Cindy and the Board develop a prioritized wish list. There are unrestricted Friends funds that could be put to good use in many ways. Improved and more efficient lighting was mentioned and Cindy had several ideas.

By-Laws - Peter Morrisette sent an amendment to the by-laws which affirms the Cobleigh Public Library's status as a municipal entity. The Board voted to accept it and the Secretary signed the document, as required. Don was going to recheck with Mr. Morrisette now that the Board has approved the amendment to determine how the municipal status will be noted in the by-laws.

Large Print Books - Cindy reported that there was no budget for the purchase of large print books this year and asked the Board to approve using \$700 from the unrestricted Friends funds. David moved to do so, 2nd, Garet. Approved.

Other Business

Don, Lindsay, and Dawn Dwyer are authorized to sign when funds need to be moved in the endowment account.

Don asked about the Union Bank balance and how it is used. He was concerned that the Town is not aware of this account. It was established before Cindy became the Library Director and supports various early childhood initiative activities. She will speak to the Early Childhood Council since the monies should be under the Town account.

Cindy reported that Mary Kenny, after over 24 years of devoted and excellent service as a Library staff member, will be retiring at the end of August. She will volunteer to continue the home book delivery service.

Pat asked about the final steps in completing the Five-Year Plan. Cindy said she hopes the staff will gather for a goal creation meeting in the early fall.

The Board will be on hiatus until September.

Respectfully submitted,
Pat Webster