

## CPL Trustee's Meeting

November 18, 2014

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

1. Called to Order: 5:35pm
2. Minutes from 10/13/14- Motion to approve 1<sup>st</sup>- David, 2<sup>nd</sup> Pat. Approved.
3. Financials.
  - a. Don spoke with Dawn about changing the balance sheet at the town. She would rather not do that because it includes Bookmobile funds which have not been audited. This needs further discussion. Will likely set up a meeting with ourselves and town officials.
  - b. Cindy would like to proceed with having the town audit the library funds. We need yearly audits in order to apply for certain grants. In the past, the town has been unable to accommodate this request. This is another topic of discussion for a potential meeting.
  - c. Cindy will work on setting up that meeting after the holiday season.
  - d. Don will follow up with Greg Hopkins to find out more about how the Safety Building is run as they seem to have a similar setup as the library.
  - e. Don will be writing a document with the details of all of our investments for Cindy to keep on file. Just in case questions come up in the future and board members have changed.
  - f. Coca Cola shares are stock and are high risk. Edward Jones recommending to transfer to American Fund- more low risk and matches our IP document. Don approved this transaction.
  - g. Need to maintain Edward Jones investments at \$500k to avoid higher fees. We are \$1700 short. We can sell Books&Tapes shares for a value of nearly \$700 to make up some of that value- Don approved this transaction as well.
  - h. Don is also working with Edward Jones on reviewing and updating our investment policy.
  - i. Financial report- Motion to approve- 1<sup>st</sup> David, 2<sup>nd</sup> Garet- Approved.
4. Librarians' Report- Reviewed
5. Old Business
  - a. Children's Room repairs began on 11/3/14. Going well so far. Definitely made the right choice with Cleanway. Cindy is also getting an estimate from them on their vapor barrier techniques to compare cost and time with Chucks. Agree to place bookshelves on 2X4 wood when they go back in to keep them off the floor. Easier cleaning and more protection from the ground and other disasters such as this.

6. New Business

- a. General Policy Review. Discussion regarding cell phone use. Policy revised to address disruptive cell phone use.
- b. Planning committee- will set time to meet and type up 5 yr plan.
- c. Review of the Impact Survey taken by staff. Showed the computers were important and more than ½ of users are under the poverty line.
- d. Review of Edge Survey. Scored 650/1000 points. Cindy would like to proceed with the wireless printing recommendation to improve as well as one other in the 5 yr plan.
- e. Appeal letter must be sent out by early Dec. David working on this
- f. Appropriation letters- David working on this and will email out drafts for approval.

7. Adjourned 7:10pm

Respectfully submitted,

Holly McKeon