

## CPL Trustee's Meeting

Monday, October 13, 2014

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

1. Called to order: 4:30pm
2. Minutes from 9/9/14- 1<sup>st</sup> Don, 2<sup>nd</sup> Pat- Approved.
3. Written agreement to borrow funds from surplus in Lyndon sanitation funds to pay no more than \$50,000 in repairs for the Children's rooms presented- costs above this amount will be covered by the Library's funds. Agreement signed by all Trustee's and witnessed by Dawn.
4. Financials- 1<sup>st</sup> Garet, 2<sup>nd</sup> Pat- Approved.
  - Discussion-
    - Still waiting for Town to update balance sheet on file- figures are not correct and do not reflect actual amounts.
    - Restricted Funds- Each account has specific policy regarding use. Ex. Copeland Fund- restricted to the interest earned on principal to be used for operational costs only. The principal is not to be used. Don researching back into automated and consolidated funds to find true balance and any hidden restrictions. This does not appear to be restricted. Looking back into previous financial reports it looks as though at some point in 2010 several funds were 'consolidated' into one large fund. Unknown how this also became known as the 'Youth Fund'.
      - Garet enters a motion to change the name of the automated/consolidated, aka "youth fund" to a new name of "General Fund Account". 2<sup>nd</sup> Don. Approved. This is done with the understanding that given recent research this name is more transparent and easier to understand and conveys that this is truly unrestricted funds for general use.
5. Librarian's Report- Cindy
6. Children's Room Mold Remediation Bids-
  - a. ServePro- did not come in or a bid
  - b. Cleanway- \$34,500 for mold remediation and \$1,242.87 for wall replacement. References very good. Could likely start in a couple week and complete job in a couple weeks.
  - c. Servicemaster Elite- \$12,338.45 total for everything. If anything left incomplete he would come back for no cost. Says he could be complete the entire job in 4 days. Questioning a misunderstanding of the extent of the work?

- d. In regards to the painting of the floor as a moisture barrier- Chucks reports this is an easy task- no quote given yet however. Carpet Connection no call back as of yet.
  - e. David- motion of accept Cleanway bid. Garet amends with – if over 1 mo before start date then quotes will be revisited. 2<sup>nd</sup> Don. Approved.
  - f. Work to start ASAP
7. General Policy review
- a. Placing donation boxes and signs at the front desk. Prohibited per policy. Reviewed. Question if we should allow charitable causes as current policy does not allow this. After discussion- policy will remain unchanged.
  - b. Laptop policy- grammatical changes made.
  - c. Complete policy review- tabled
8. Upcoming items
- a. More policy review
  - b. Appeal letter- need to mail by Thanksgiving
  - c. Appropriation letters beginning in Dec. Last requested increase from towns was in 2011. Other towns charge non-residents a fee of up to \$55 for a Library card. We choose to continue with appropriate requests. Services to other towns are offered at the same expectation as Lyndon residents and other towns are not charged to for use in any other capacity.
9. Next Meeting TBA