

## *Cobleigh Public Library Trustees' Minutes*

February 27, 2017 4:30 p.m.

Attending: Cindy Karasinski, Jan Wade, David Martin, Lindsay Carpenter, Don Welch

Guest: Mamie Cleveland from Friends of the Library

**Minutes** from 1/30/17 – Motion to approve – David, 1<sup>st</sup> Lindsay-2<sup>nd</sup> - Approved

**Treasurer's Report** – Motion to approve report – Lindsay, 1<sup>st</sup> Pat-2<sup>nd</sup> - Approved

### **Librarian's Report**

The Board discussed with Cindy the downtime and backup work that occurred because the Library server went down at the beginning of February. This was a time consuming event and future thought will have to be given to determine the best course going forward to ensure that the server meets the needs of the Library.

Cindy also noted in her report that William Goldsworthy, a very regular library patron, passed recently. His daughter contacted Cindy and shared how thankful he was for the Library and she would like all donations in his honor to go to the Cobleigh.

Mid-State Library has offered hours by appointment to the Library on Tuesdays and Thursdays.

### **Old Business**

**Friends of the Library** – Mamie joined the meeting to answer any questions the Board may have regarding the role of the Friends. The goal of the group is to raise funds for the Bookmobile. They host four annual fundraisers and they meet six times per year. Cindy is part of the group and also works at writing grants.

**By-Laws** – Don brought the completed By-Laws that have been posted as required for the official signature of the President of the Board. These By-Laws are now the established by-laws that shall be referred to going forward.

**Worker's Compensation** – Dawn Dwyer contacted Don and noted that an accounting error had occurred regarding the budget line of Worker's Compensation. The actual amount is \$2,006 which resulted in a \$4,394 credit on that line item. These funds have been moved to the Building and Repairs line item.

**Committee Assignments** – The Board determined that it would be best to complete the assignment of members to the committees after the new Board person joins in March (this was Pat Webster's last meeting on her five year term). It was noted that others outside of the Board and from Lyndon or any outlying towns can be part of a committee. The committees are:

Budget	Fundraising
Building	Policy & Procedure
Evaluations	Technology

**Selection of Trustees** – Lindsay will contact Justin Smith to determine what the Board will need to do to add board members from towns other than Lyndon in the future. Along with that topic, Cindy noted that Marty Feltus is an ex-officio member of the Board and she now has the list of meeting dates and plans on attending in the future.

### **New Business**

**Furnace(s)** – Fred's Heating completed an estimate to replace both furnaces and forwarded this information to the Town. Two quotes were given for different types of furnaces at \$21,000 and \$26,000. Don was asked to attend a Selectboard meeting to share how the Library would be funding this project.

Don has reviewed the Investment Policy and has noted that the policy states that the Trustees are able to access 5% of the investment funds over a five year period. Don shared a breakdown of these numbers from 2012-2016 which would make \$29,988 available for this expense.

It was also discussed that previously it has been noted by other furnace experts that the furnace has asbestos in it and it will require special services and equipment to remove it. Don and David will contact the various agencies that handle this type of work to determine costs involved.

**Investment Drawdown** – David made a motion to approve the instructions to Edward Jones to draw down the funds as noted. Pat – 2<sup>nd</sup>.

**Bookmobile Budget** – Don questioned why \$7,000 was listed to be used from the Friends account when the Bookmobile had a surplus in 2016 of over \$10,000. Cindy noted that she had to submit a budget to the Turrell Fund grant and at that time not all other grant funds had come in. She also noted that she left the budget showing \$7,000 from the Friends in the Turrell proposed grant budget because she also had to submit a Friend's budget at that time. The Friend's budget (voted on a previous meeting) showed \$7,000 coming to the library for the Bookmobile so she had to reflect that amount in the Bookmobile budget to match the Friend's budget. It was noted that some communication could be tighter during the next budget time as well as planning should be done earlier in the year (Nov. vs Dec.)

The next meeting is scheduled for March 27<sup>th</sup> at 4:30 p.m.

The next two meetings are scheduled for April 24<sup>th</sup> and May 22<sup>nd</sup>.

Adjourn at 6:10.

Respectfully submitted, Jan Wade