

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
April 6, 2009

In Attendance: Andrea Douglas, Kirsten Petretta, Gregory Arce, Pat Wood,
Tiffany Dodd & Lori Wamser

The meeting was called to order at 7:07 pm.

Lori Wamser made a motion to accept the March meeting minutes. Seconded. Approved.

Welcome to our two newest trustees – Pat Wood & Gregory Arce!

Election of New Officers:

Chair	Tiffany Dodd
Vice Chair	Gregory Arce
Treasurer	Lori Wamser
Secretary	Kirsten Petretta

Motion to accept by Lori Wamser. Seconded by Pat Wood. Approved.

Treasurer's Report:

- Telephone expense seemed to be on the high side each month (\$100+). We have come up with a plan for cost-cutting measures to be completed by next month's meeting which consist of: checking into long-distance carriers for a better rate; arranging for the phone company to get rid of our 2nd line, put the fax onto the phone line with a "distinctive ring" and then get filters put on to eliminate any echo on the line from the DSL. Andrea to make the calls to initiate service for the changeovers.
- The CD matures in May 2009. Lori will look at financials to make sure cash flow is OK before renewing. We may have to pull money out of the CD before renewal.
- Additional Financial Statements submitted by Norm Roberge for March. Motion by Lori Wamser to accept additional reporting. Seconded. Approved.
- Lori will revive exploring the direct deposit for payroll. New signature cards and new corporate resolutions will be needed to remove Norm Roberge's name off of the accounts.
- Trust Funds: Do we have any money from trusts? We need to figure out (from 1995?) what the purpose of the money was when given.
- Management letter comments from last audit: Our deposits were not done on a timely basis. We need to deposit more frequently than when the total gets to \$150, which is currently what we do. ***Any cash on hand will now be deposited every 2 weeks, regardless of the amount.*** This change in procedure should address the concern in the management letter.

Motion made to accept Treasurer's Report by Lori Wamser. Seconded. Approved.

Other Business:

- Selectman's meeting may be attended by Lori Wamser & Pat Wood in April.
- A/C quotes are being considered for installation.
- Tree-trimming needs to be done BEFORE May 31st. We need to call and check with Line that it is done.

- We have received a request for a donation by Nicole Anderson for the People to People Organization. We will agree to a \$50 donation if she comes in to do a presentation. Andrea will do a letter with the stipulation that she is to receive the money if she returns to give a talk to a group of kids, with an educational component. This would come out of the "Other" Expense line. Motion to allow expenditure was made. Seconded. Approved.
- Joint programs with Dunbarton Elementary School: Andrea Douglas will try to get in on the planning of the Enrichment Programs and other events in September. Our best bet is to write a letter to the principal expressing our interest in planning events in tandem with the school.

Director's Report:

Centennial Committee:

- Next meeting scheduled for Thursday, April 30th @ 6:30 pm.
- Thanks to all those who helped set up the poster table at Town Meeting and "man" the display to generate some interest in our events. The table can now be seen at the Town Offices.
- Organization of promotion / marketing materials should be started NOW for release in May or June. Kirsten Petretta & Tiffany Dodd to put together a strategy for promotion and release of materials.

Standing Committees: These were defined in a bit more detail and will continue to be included in the landscape of our monthly meetings. Each trustee / library employee should be thinking of what committee(s) they would like to join and where their talents / knowledge could provide maximum benefit for the library.

- **Finance:**
- **Personnel:**
- **Policy:**
- **Buildings & Grounds:**
- **Outreach & Public Relations:**
- **Fundraising:**

Meeting adjourned at 9:00 pm.
Respectfully submitted by Kirsten Petretta