

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
April 5, 2010

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

The meeting was called to order at 7:10 pm.

A motion was made by Tiffany Dodd to accept the March meeting minutes. Seconded. Approved.

Officers:

A motion was made for the following to continue as Officers on the Board of Trustees for one year:

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

Seconded. Approved.

Treasurer's Report:

- May need to transfer money back into MM acct. from excess cash in checking.
- Retained Earnings balance needs to be rolled back up into Opening Balance Equity.
- Town of Dunbarton appropriation will be made up over 10 months for the shortfall over the last 2 months. No one is sure why it needs to take 10 months for them to fix a mistake.
- Library accountant will invoice her fee monthly.
- Andrea Douglas has to get the hours turned in from the employees so all paperwork can be filed timely.
- Savings transfer amount keeps creeping up and we need to look at line items to prevent this.
- Audio line should even out. Can we move some of the computer money out to another line?
- Final budget: Computer can drop \$800 due to no more ink costs. Take some out of museum passes? (-\$200?)
- Building maintenance: May need to get some items updated by the Town (panel, smoke detectors, etc.) Further discussion with others to see if we need items tested, replaced, etc.
- Andrea to e-mail final budget reflecting changes to everyone before the whole board approves.

Motion made by Gregory Arce to accept financial statements. Seconded. Approved.

Director's Report:

- ADT contract – when is this up?
- May meeting moved (tentatively) to Tuesday, May 4, 2010.
- Projector Policy: We are willing to loan it to any Town Departments, but are reluctant to let it out to any private usage. Are there any special carrying cases we can get for it to protect the machine? Something foam-lined?

- Trustees E-Mail: Will go to all of us & one person will be designated to respond.
- Clif \$: Our application is in and we will have to wait until the Fall to see if we qualified.
- Public Rest Room: Ours is a public rest room when we are open.
- Teen Crafts / Patron of the Month: Can we redirect the focus of these to link them with a literature viewpoint?

Other Business:

- Monthly selectman's meeting drop-in: April 15th – Tiffany Dodd, and perhaps Gregory Arce, will be in attendance for us.
- Renovation: "What's going on over there at the Library?" Focus groups are being set up by Tiffany Dodd and Margaret Watkins. May 18th will be the first meeting of the committee – open to whoever would like to be on it and they will meet every 3rd Tuesday of the month. It "feels" like people are interested in reviving this idea. An informational website for it is being worked on. It will be mainly used to post project pictures.
- Annual NHLTA Meeting (May 3, 2010): Library pays for Trustees fees.

Committees:

- **Fundraising:**
- **Buildings & Grounds:** Need new key for front door?
- **Personnel:** 6-Month review of 2010 goals with Andrea Douglas set for Friday, April 23rd @ 1pm.
- **Public Relations and Outreach:**
Meetings to be set for Fridays at 12 pm (3rd or 4th Friday of each month)
 - **Policy:** Rewording of the PTO policy to be done later. Will QuickBooks be able to let us use it as a tracker for PTO?

Meeting Adjourned at 8:40 p.m.

Respectfully submitted by Kirsten Petretta