

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
May 4, 2009

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

The meeting was called to order at 7:08 pm.

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

Treasurer's Report:

- Telephone expense will be a little higher during May due to service call charges connected to the switchover of the fax machine and telephone to one line. Many thanks to Lori Wamser for taking the reins and patiently switching over the long-distance service as well as coordinating with Dunbarton Telephone to make this a smooth transition. We should notice a reduction of our phone expense every month starting in June.
- The CD matures today. Lori will write letter authorizing renewal of current amount less \$10,000 to give us some cash on hand. Before she writes the letter, Lori will assess whether we need \$5K or \$10K as we seem to be hovering around the same cash balance as in the previous year at this time. Tiffany Dodd has signature cards for all new signatory trustees. Gregory Arce to sign corporate resolutions as Vice Chair. Gregory Arce wonders what Vanguard account is for. Questions if it is wiser to use this Money Market account instead of breaking the CD. We have a 10-day grace period to decide on this.
- Still playing catch-up with the Town Appropriation. Payroll figures are right on target.

Motion made to accept Treasurer's Report by Tiffany Dodd. Seconded. Approved.

Bookkeeping:

- Lori Wamser would like to see new policies and procedures for bookkeeping and approvals. Payroll is simple to do and little volume, but there are time constraints involved for volunteer bookkeepers. Lori has obtained the following payroll service quotes for our consideration:

Paychex: Annual fee = \$1,050

Checkmate: Annual fee = \$1,170 + \$100 setup

Norm Roberge has entered his "zero bid" to be the payroll bookkeeper to save the fees. There needs to be a definite schedule for the days that payroll is to be done. Direct deposit seemed to be a driving factor in the original discussions of a payroll service, but is no longer a desire.

Norm is proposing to change the week ending date to accommodate timesheets that might not be turned in. Tiffany Dodd is proposing that a set schedule be made for timesheets to be turned in.

Motion made to accept Norm Roberge to process all payroll including quarterlies in-house at the library with a schedule made by Gregory Arce. Seconded. Approved.

- A/P checks can probably be done every 2 weeks unless there is something urgent that comes up.

- Audit: Lori Wamser will print out the reports. Andrea will give to the auditors and may be asked to go over our cash receipts procedures.

Other Business:

- Selectman's meeting may be attended by Tiffany Dodd & Gregory Arce on 5/14/09.
- Next meeting date will be Wednesday, June 17th, 2009 @ 6:30 pm. There will be a half hour abbreviated trustees meeting followed by a meeting with the selectmen to hear our results from the NH Preservation Alliance and to discuss strategies on our next big project. July's meeting date has been changed to July 13, 2009.
- Tree-trimming of evergreens does not need to be done before our events.
- Preservation Alliance Tour: Tiffany Dodd went through the tour and got plans for an expansion. We need a business plan to go forward. First step is to get ourselves on the National Register to open up grants & programs available to us. Purpose is to have an open discussion about our plans, our commitment, resources, etc. Lori Wamser wondered if there are any more solid pieces of fact to present as back-up to emphasize our position and commitment. Tiffany Dodd can put together a list of the types of programs that could be available to us for this. Next month's meeting will go over this, should include the architect and be an opportunity to open communications between Library Trustees and Selectmen.

Motion made by Tiffany Dodd recommending that the Library become a member of the NH Preservation Alliance. Seconded. Approved.

Director's Report:

- Logo design tabled for June or later. Tiffany Dodd would like a committee to decide on this.
- Air conditioner may need an A-frame or cover for the next winter to deflect ice / snow from the roof.
- Electrical socket needs to be grounded and checked into asap.
- Green Committee – We are purchasing 4 titles, getting an energy meter to loan out and would let them sponsor a display or event sometime in June.
- Andrea Douglas to call Janice to see who made our original hanging sign so we can order a duplicate. (**Update:** The sign has been found by the Centennial Committee cleaning crew in the spare room. No need to order another.)
- Program recommendation for young boys' book discussion group and related craft to keep this age level interested in reading.

Centennial Committee:

- Next meeting scheduled for Thursday, May 21st @ 6:30 pm.
- Library cleaning for events – Lori Wamser is in charge of the upstairs cleaning and it is scheduled for Saturday 5/9/09. Thorough deep cleaning and decluttering of the downstairs needs to be scheduled.
- Pat Wood has volunteered to sell tickets at the transfer station the week before the Bean Supper / Barn Dance.

Standing Committees: These will be put off until July's meeting. Andrea passed out a list of maintenance responsibilities and issues.

Meeting adjourned at 9:20 pm.

Respectfully submitted by Kirsten Petretta