

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
May 4, 2010

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

The meeting was called to order at 7:05 pm.

A motion was made by Lori Wamser to accept the April meeting minutes. Seconded by Pat Wood. Approved.

Treasurer's Report:

- Lori Wamser will be closing the Money Market account into the checking account due to the small amount of interest being generated and there is not enough to monitor frequently enough to avoid any fees.
- Interest income: This line will change because we don't record interest income on the CD monthly.
- Payroll is off a bit due to the cleaner not turning in timesheets for a few weeks. This issue needs to be addressed.

Motion made by Tiffany Dodd to accept financial statements. Seconded by Pat Wood. Approved.

Final Budget:

Books, computer, Museum Passes – these are 3 bigger line items which were lowered

Motion made by Tiffany Dodd that the budget revised on 4/15/10, showing the total of \$89,800, and including a savings transfer of \$4,000, be accepted.

Seconded by Pat Wood.

Approved.

Director's Report:

- The discussion of the Director's Report and the Librarian's Report has been tabled until June's meeting due to a special presentation

Special Guest:

Rich Twarog of All Star Security Systems → authorized dealer of alarm systems; Centralarm – monitor the installed alarm system

\$168 / month vs. \$515 annual ADT expense

Note: ADT contract has been paid / renewed through 7/31/10.

1. Can reprogram existing for "X" dollars (\$168 / mo.)
2. Our system is old and no longer supported (ie., can reprogram, but can't get parts)
3. Our battery is weak and has "had it".
4. Proposal is to either upgrade or reprogram. Rich can get us a manual & train Andrea on our existing system if we just upgrade.

Questions and Concerns:

1. We may want to just reprogram for awhile and then come up with the money for a new install at a later date.
2. Are 2 door contacts enough?
3. One motion sensor may be enough.
4. Andrea would like to request a panic button installed at the desk. She would like this for when they are alone at night during the dark evenings.
5. Will the old battery last until the end of our contract period? Do we need to spend \$36 + labor to replace?
6. We need to verify with Selectmen who would foot this bill.
7. Our smoke detectors need to be tested yearly & they could also be updated. Wiring may be okay, but the units are older and could stand to be replaced. No smoke detectors are in the basement, only heat detectors. Should at least have one by the electrical panel.
8. Any help we can provide for his installations will drive down the cost.

8:00 pm → Recess for Renovation Presentation

8:53 pm → Reconvene

Other Business:

- A new lockbox has been obtained. There is room for both petty cash and personnel files inside.
- Cleaner's timesheets: Since we are in violation of labor laws, we need to take steps to comply. Action to take is to write a warning to her, then send a schedule of days that her timesheet is due. Write-up should be concise and make it clear that we cannot continue in this vein. Trustees should be kept apprised of the written warning and any actions taken.
- Usborne books – poster and wish list have been put on the website

Committees:

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

Meeting Adjourned at 9:20 p.m.

Respectfully submitted by Kirsten Petretta