

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
August 4, 2009

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

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

Lori Wamser made a motion to accept the July meeting minutes, as amended. Seconded by Pat Wood. Approved.

Andrea Douglas spoke of her response letter to her review, highlighting the tone of some of her comments and also the response to requests and mixed messages. Pat Wood raises the point of what the Director's role really is and Andrea Douglas sees the Trustees role as only overseeing and setting policies, not procedures. Tiffany Dodd made it clear that Trustees will oversee, but may need to step in to help out. Lori Wamser indicated that procedural policies could be ironed out more, but in a small town people tend to look to Trustees as having some information. Andrea felt that since the Centennial project was a one-time event, some of the review comments may not be valid although they did coincide with the categories in the review format and will stand. Andrea doesn't know if she should please us or fulfill her mission, but expressed that she wants a more positive attitude & everyone to understand their role.

Andrea asked for clarification of the comment about "running the library like a business". For library purposes, it is defined as how people and budgets get managed & we'd like the library run as such, while keeping our eye on the library side of things. Not necessarily bottom-line driven, but make sure it is "run like a business".

The discussion of the cleaner's position has been tabled until later. We may need a list of what we want her to do. Andrea Douglas to establish list of our expectations for the cleaner and projects. The position's hours were cut back to 2 / week long ago, but we may want to revisit the number of hours the job takes.

Non-Public Session entered at 7:30 pm. Andrea Douglas exits the meeting.

Non-Public Session ended at 8:17 pm and Andrea Douglas returns to the meeting. Personnel Committee will meet to put together written clarifications of the Director's review and meet to discuss with her next week.

Treasurer's Report:

- Gregory Arce made a motion to approve the June & July financials. Lori Wamser seconded. Approved.
- CD money is still in the checking account. Lori Wamser to have this resolved by next month. Should we put \$65 or \$70K back into an account? Should we consider an ING account? How accessible is it? Need recommendations on what to do with this in the September meeting.
- Need to pursue any restrictions on Vanguard accounts.
- Can we have a published schedule for payroll for check-signing availability?
- YTD loss is \$1800. Phone savings is on track. Any large discrepancies are due to timing differences.

- Bookkeeper needs training and trustee assistance for a few more weeks. Lori Wamser to help with training.

Director's Report:

- Line to get back to us on insurance policy dates and amounts.

Other Business:

- We are looking to create a "cozy" reading area and will be actively looking for donated or low cost furniture in the near future.

Committees:

- **Fundraising:**
- **Public Relations and Outreach**

Respectfully submitted by Kirsten Petretta