

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
September 14, 2009

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

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

Tiffany Dodd made a motion to accept the August meeting minutes. Seconded by Lori Wamser. Approved.

Treasurer's Report:

- Vanguard Account – still unknown as to if there are any restrictions on it.
- YTD net loss now \$2800, which is better than our projections for this point in time) & timing differences will even out as we go forward.
- Other Income: -\$20 (museum pass reimb.?) needs to be checked into.
- Town appropriation will level out soon.
- Are Centennial line items rolled up into the Programs line? Answer: Yes.
- Bookkeeper update: Working overall, but still needs training. Still seems to be our most cost effective strategy. Payroll schedule has been clarified through the end of they year.
- CD: Gregory Arce looked into Money Markets & CD rates. ING had something which was the most comparable to CD rates at 1.3%. Bank of America's Small Business High Yield @ a 1.4% rate, which seems to be our best bet. ING vs. Citizens (11-month option, and also at a rate of 1.4%): Lori Wamser recommends transferring \$65K instead of the full \$72K to give us plenty of cash for the rest of the year.

Motion made by Lori Wamser to invest \$65K with Citizens at 1.4% for 11 months. Seconded by Pat Wood. Approved.

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

Director's Report:

- Line to get back to us on insurance policy dates and amounts.
- Patron internet computer needs to be updated. Should be part of the 2010 capital budget.
- Promo items needed for fall events. PrintShop cannot convert files into an e-mail friendly format. Should we consider updating this or another option for next year?
- Community Survey – Can we plan one of these for next year? It is a good tool for feedback.
- Holiday Concert is scheduled for December 3, 2009. We will be hosting renowned harpsichordist, R.P. Hale.
- Art Calendars: Posters needed for pre-sales, which can begin approx. the 2nd week of October. PR / Outreach Committee and Trustees may need to have input on this. Sales price will be \$15.00 for first calendar and \$12.50 for successive ones. Cover to be one of the pages from inside the calendar. **Can Trustees see a full copy before it is printed?** This could potentially be a big fundraiser and at least one trustee should sit in on the planning / PR committees.

Other Business:

- CLiF Sponsorship: Andrea Douglas / Kirsten Petretta to investigate if there are any stipulations that would preclude us from applying.
- Selectman's meetings: Monthly drop-in to start with October 1st meeting. Gregory Arce & Lori Wamser will be attending as representatives. They will be bringing up the subject of our contents valuation & ask Selectmen to address any discrepancy in what they order for our insurance policy limits. This may also be an opportune moment to inquire if they will be funding the replacement of our entryway rug. Thanks!

Committees:

- **Fundraising:** Holiday Artists' Calendar: Pre-sales, posters
- **Public Relations and Outreach:**
 - Welcome Brochure/Package for Garden Club New Resident Bags
 - Welcome Package for New Babies

Respectfully submitted by Kirsten Petretta