

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
November 2, 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 October meeting minutes, as amended. Seconded by Lori Wamser. Approved.

Treasurer's Report:

- Checking account balance is higher than normal after we had conservatively transferred money from the CD. May want to transfer excess by end of year. Lori Wamser to look into whether we can add to CD balance or if we can just make a transfer to the money market account.

Motion to transfer excess cash in checking to CD or Money Market. Transfer balance not to exceed \$7,000. Seconded by Tiffany Dodd. Approved.

- Other Income line includes the calendar sales revenues.
- Need to reclassify \$22.00 Promotional expense into the Programs line.
- Library Museum Pass Reimbursements: Do we want to cut these reimbursements off now and wait until next budget cycle? Consensus after general discussion of the program was to keep this line item open as we are under budget for the year.
- Currently on track to come in under budget.
- Accounting Services – temporary contract will be up at the end of December 2009. Board to decide if we will offer another contract for the next year, or if we will revisit the accounting issue.

Motion to accept financials made by Pat Wood. Seconded by Gregory Arce. Approved.

Director's Report:

- Budget discussions need to be started in November and finalized in December.
- If budget is underspent as we approach year end, then we will come up with a list of must-have items, a computer being a priority and high on the list.
- Vandalism: Nothing to update. Police report has been filed.
- The Board of Trustees would like to give a free calendar to Mike & Kristine Hanson to recognize all of their work put into the project. Thanks!
- Gregory Arce has kindly volunteered to be placed on the ADT security alarm call list as trustee representative. Thank you!
- Old financial records dating back to 1998 are still on file. Recommend shredding anything beyond 7 years old from the current fiscal year. We are checking into adjusting the envelope formatting in QuickBooks for better alignment.
- First calendar order is ready to be placed. Payment of \$617.20 due and will come out of the checking account.

Other Business:

- CLiF Sponsorship: Andrea Douglas has started a draft of the application due in February.
- Selectman's meetings: Monthly drop-in on November 12th to be attended by Gregory Arce and Pat Wood. They will be mentioning the calendar, asking for any budget info and mentioning that the ramp snow wall needs to be put up. Thanks!

Committees:

- **Fundraising:** Holiday Artists' Calendar: Sales Update
- **Public Relations and Outreach:** Holiday Open House has been tentatively scheduled for Monday, December 28, 2009 with a possible "Meet the Artists" theme.

There will also be a slide show presentation on the library's TV with library "messages" and events listed. This is part of an ongoing PR / Outreach effort as well as a way to cut budget costs for printing, ink, etc. It will run through the end of December and then we will assess if we want to continue.

- **Policy:** Going forward, Pat Wood will get documents on CD and make her suggestions section by section for all to review. She will give the topic for review to Tiffany Dodd on a monthly basis to include on the agenda. December 2009's topic will be Personnel. Bravo, Pat!

Meeting Adjourned at 8:45 p.m.

Respectfully submitted by Kirsten Petretta