

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
January 4, 2010

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

The meeting was called to order at 7:14 pm.

A motion was made by Lori Wamser to accept the December meeting minutes, as amended. Seconded. Approved.

Treasurer's Report:

- Cash balance shown as a negative amount due to transfer to Money Market of \$8,000. Account is not overdrawn; only shows negative on paper due to the float of checks being cashed. Money transferred back to cover any overage as of 1/4/10.
- Lori Wamser has set up online banking on 12/31/09. She will document the steps to the process and the necessary passwords.
- Transfer of \$6,250 was budgeted to supplement our budget for the year, but we didn't use it, choosing instead to reduce the checking account balance.
- A new computer was ordered and the invoice (\$812) did not arrive as of 12/31/09. Adjustment will need to be made to expense in the 2009 budget and classify as a Reserve for Encumbrances.
- Payroll has been reconciled for incorrect backpay amounts and all adjustments have been made as of 12/31/09. No corrections need to be carried into the new payroll year.
- Citizens Bank still wants documentation (minutes are fine) of Norm Roberge coming off of the account. Lori Wamser and Tiffany Dodd are working to straighten this out.
- Accounting Position: Candidate will be available in March 2010. Kirsten Petretta is to fill in until they are available.
- Other Income line: Calendars funds are in here; Lori Wamser is to reclassify both the calendar income and expense to a new line for Fundraising.
- 2009 Year End Financials: Lori Wamser will run final 2009 Year End Financials, reflecting all changes, to be submitted to the auditors and for inclusion in the Town Report.
- Management letter from Town's Audit Report (for 12/31/08): Funds are left in an unlocked box for up to 1 month but they need to be deposited weekly. Does the cabinet have keys to lock the drawers? Can we find a strongbox?

Motion made by Lori Wamser to establish policy to deposit cash every two (2) weeks or when total receipts are \$50 or greater. Seconded by Tiffany Dodd. Approved.

Motion made by Tiffany Dodd to accept Treasurer's Report as of 12/31/09, subject to changes. Seconded by Gregory Arce. Accepted.

Director's Report:

- Tiffany Dodd to give Andrea Douglas a written insert for the Town Report narrative.
- Annual Open House: Meet The Artists on January 25, 2010 @ 6:30 p.m. Refreshments needed.
- Andrea Douglas would like to hang the new flat monitor on the wall to accommodate the slide show. TV setup has proved to be too big to keep by the front desk and we may need to buy a bracket and get someone to wire it for us. Needs to be looked into.

Other Business:

- CLIF Sponsorship: Application to be finalized in January and mailed before Feb. 1st deadline. Kirsten Petretta to give Andrea Douglas further changes & ideas for the answers to application questions.
- Selectman's meeting for budget hearings was attended by Tiffany Dodd and Lori Wamser. Our needs for 2010 were presented and we were then asked to come back for more information at a later date.

Committees:

- **Fundraising:**

- **Public Relations and Outreach:**

Slide show will continue on website and new screen mounted on the wall.

Clif Sponsorship application to be submitted by February 1st.

E-mail organization put on hold until Nancy's tagging project is finished.

Teen group: need fresh ideas here to garner more interest

Lego Club to start at the end of January

- **Policy:**

Meeting Adjourned at 8:15 p.m.

Respectfully submitted by Kirsten Petretta