

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
February 1, 2010

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

The meeting was called to order at 7:07 pm.

A motion was made by Gregory Arce to accept the January meeting minutes.
Seconded. Approved.

Non-Public Session: 7:07 – 7:20 pm

Treasurer's Report:

- Library has need of a locking file cabinet. Need to ask Line if the Town Office has one that we can either have or swap.
- Minutes documenting Norm Roberge's removal have been forwarded to the bank.
- Budget currently reflects a 1.5% reduction and is 1/12 of total budget.
- 2009 financial statements do not reflect adjustment for computer encumbrance.
- Finance Committee: List of goals (track personal and vacation days) & duties for accountant to be written up by Lori Wamser.

Motion made by Tiffany Dodd to accept January's Financial Statements.
Seconded. Accepted.

Director's Report:

- LEGO club ideas for February – sign up sheet; club poster (Microsoft Publisher); club name

Other Business:

- Monthly selectman's meeting drop-in: Thursday Feb. 4th (Budget Meeting) – do we need to be in attendance?

Committees:

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

Booth for Tuesday March 9th (Town Meeting) to be set up. Library survey to be worked on for patron response at the booth.

- **Policy:** Time Off Policy

Personnel: Items 1-6 not reworded. Item #7 – may need to be reworded to define days and clarify the # of PTO days.

Days can be rolled over, not to exceed more than 20 days. PTO balance not to exceed balance of 50 days. *Wording needed here to control cap.*

Lori Wamser recommends to move # of days to 20 and 25.

Policy needs to be further defined for PTO for a new employee, accruals, rollovers, etc. based on bi-weekly pay periods.

Pat will revisit the language with help from Lori.

Dress Code: No changes made here.

Sexual Harrassment Policy: Could potentially be a large policy section, but ours does allow for a process.

Meeting Adjourned at 8:58 p.m.

Respectfully submitted by Kirsten Petretta