

MINUTES of the DUNBARTON LIBRARY TRUSTEES

June 7, 2010

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

The meeting was called to order at 7:05 p.m.

Minutes of the May, 2010 meeting were reviewed and corrections made. A motion was made to accept the minutes with corrections as noted. Seconded by Gregory Arce. Approved.

Treasurer's Report:

- As planned, the money market account has been closed and deposited into the checking account. This will eliminate the need to monitor the money market account with a risk of fees being incurred, and with minimal opportunity for accumulating interest.
- Current statement on the Citizens CD was not available at the time of the meeting.
- \$265 grant was received and deposited on 6/7.
- Payroll budget continues to be understated due to ongoing delay in receiving timesheets from the cleaning service. (See Director's report below.)
- It has been determined that QuickBooks will track accrual of paid-time-off for library employees.
- Motion made by Tiffany Dodd to accept the financial statements. Seconded by Gregory Arce. Approved.

Director's Report:

Attended NH Library Conference 5/13-14. Various workshops were provided, including one specific to small libraries. We need to be aware of how volunteers are utilized. Andrea referred the Board to the RSAs for details, laws, guidelines.

ADT contract expires 7/31/10. Unclear who (town or library) incurs the expense of new security hardware. Can we get a better package deal by joining with other town entities? Need to have sprinkler system tested.

Still an issue with the cleaning service not providing time sheets on schedule. Andrea provided a copy of a letter she provided to the cleaning service. Needs stronger verbiage so there is no doubt about the urgency.

Discussion of Old Home Day, town wide calendar, summer programs and some sort of system for hanging wall art.

Other business:

A motion was made to pay annual membership fees to the NH Preservation Alliance. Seconded by Tiffany Dodd. Approved.

Ongoing grass roots efforts to raise awareness and garner support for Town Hall renovations.

Committees:

- **Fundraising:**
- **Buildings & Grounds:**
- **Personnel:** *Input to review for Andrea Douglas due to Tiffany Dodd by 6/25.*
- **Public Relations and Outreach:**
- **Policy:** Due to time constraints, review of policies I-V tabled until July.

Meeting Adjourned at 8:35 p.m.

Respectfully submitted by Patricia Wood