

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
October 4, 2010

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

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

A motion was made by Tiffany Dodd to accept the September meeting minutes. Seconded by Lori Wamser. Approved.

Treasurer's Report:

- Vanguard account – are there any restrictions on this money?
- Mum fundraiser – did it all get netted out on the fundraising line?
- September had a loss of \$293 with YTD loss of \$154.
- It has become necessary to have the Library Director post some of the receipts. Currently, there are checks and balances in place to segregate duties by having the Treasurer run the Financial Statements and the bookkeeper to open and reconcile the bank statement.
- Auditors were given our information on frequency of deposits and the minutes where we specify the amounts and timeframes to use for deposits. Does not appear that we will have a comment in the management letter at this stage (it is in draft format).

Motion made to have Library Director record deposits. Seconded by Lori Wamser. Approved.

Motion to accept Financial Statements for 9/30/10 made by Tiffany Dodd. Seconded by Lori Wamser. Approved.

Director's Report:

- Long Range Plan: Trustees should also be included and maybe we should have a strategy session / structured workshop / brainstorming session. Is there a grant to apply for to pay someone to facilitate for us?
- Need a wish list of items for the library to purchase with fundraising money
- May need to ask another group in Town to help with the fundraising to get items such as a display case, etc.
- Considering asking if anyone is updating to Blu-Ray and wants to donate their DVD player.

Librarian's Report:

- Lego Club dates have changed to last Friday and Saturday of every month.
- Fall conference on 10/28/10 with theme of Customer Service to be attended by Nancy Lang. Tiffany Dodd would like Andrea Douglas to challenge Nancy to come back with 3 new ideas to used behind the desk.

- Situation where we have patron with 4 books and they have moved. We are unable to reach them. Trustees have decided to write the books off.

Other Business:

- Maintenance: Dodd Electric still working on a proposal for new lights.
- Selectman's meeting drop-in: Tiffany Dodd got bumped from the agenda on 9/23. Tiffany Dodd & Lori Wamser will both go again on Thursday 10/7/10. They'd like to mention the CLIF sponsorship and the book discussion handouts. They can also talk about the Borders event and the calendar.
- Still no word from NH Employment Security on laptops... waiting to hear.
- Pat Wood reports that the Recycling Committee will have a display ready for mid to end of October.
- Coffee chat groups still reporting 3-5 men arriving to participate - GREAT!
- Annual Open House: sometime in January; Saturday afternoon 3-5 pm timeframe
- Lori Wamser not running for trustee again; need to find a replacement. Names to consider: Lisa Dion, Susanne Stich. Job assignments could stand to be shaken up also.
- Andrea Douglas would like to give each holiday concert performer \$50.

Committees:

- **Fundraising:**
- **Buildings & Grounds:**
- **Personnel:**
- **Public Relations and Outreach:**
- **Policy:** Need to address / add line for taking earned time payment should employee's employment terminate. Will need to book a liability to show accrual – accrual in QuickBooks to be started as of 10/1/10.
- Dress Code: leave in 'well-pressed' and 'No short shorts'.
- Next month: Sexual Harassment Policy
- Motion: Tiffany Dodd makes a motion to accept changes to update Dunbarton Public Library Policy Manual as discussed. Seconded by Pat Wood. Approved.

Meeting Adjourned at 8:54 p.m.

Respectfully submitted by Kirsten Petretta