

MINUTES OF THE LIBRARY TRUSTEE'S MEETING

February 10, 2016

PRESENT: Bill Powers, Paula Cummings, Robin Orr, Gail Howell, Sue Jackson  
and from Groton, Sherry Nelson and Elizabeth Jespersen.

Bill opened the meeting at 4:15 pm

GROTON:

Elizabeth Jespersen stated that Mike York, the State Librarian, felt that Groton should close their library. He helped them draft a "Memo of Understanding" between Groton (Trustees) and the Hebron Library. See attached. Mike York is willing to meet with all of us to give his support and expertise. After Town Meeting, the library books left in the Groton Library will be boxed up and donated. However, Robin will have an opportunity to take a look at the books first to see if there are any she would like to have for the Hebron Library. Robin will check with Bobby Slauser regarding overdrive and the cost involved to add Groton. Cost is based on population. We will look at the Memo of Understanding and talk among ourselves and get back to Sherry and Elizabeth.

MINUTES:

Two changes were necessary: the amount left on the gift card is \$29.85 and the Petty Cash balance is \$10.86. A motion was made by Paula to accept the Minutes with these two changes, seconded by Bill and voted in the affirmative.

TREASURER'S REPORT:

Bill made a motion to accept the Treasurer's Report as read, seconded by Paula and voted in the affirmative. Report attached.

LIBRARIAN'S REPORT:

See attached usage report.

The manifest was presented as follows:

Baker and Taylor	115.99
Post Office Box	68.00
Total	183.99

A motion was made by Bill to accept the manifest, seconded by Sue and voted in the affirmative. The Bill from Demco in the amount of \$1,800.62 for furniture will be submitted to the Selectmen.

CHAIRMAN'S REPORT:

Bill has prepared our Annual Financial Report to be submitted to the Town. Robin has been asked to write something up regarding the improvements, etc., made to the library during the past year which will be submitted along with the report.

ACTION ITEMS FROM JANUARY MEETING:

Digitizing – Robin and Paula have finished all the fiction books.

Maintenance – no change. Paula will speak to Alison again.

TechSoup – we are now members

Quickbooks – we are now online

Website – no further work has been done. Bill and Robin will meet next Monday to work on this.

Furniture (workstations) the bill from Demco will be sent to the Town

The sandwich board sign has come in.

Friends of the Library – Paula, Robin and Gail will meet at the Library Feb 20th at 12:30 to finalize our requirements, etc. A meeting will be held the week of March 20<sup>th</sup> to which we will invite all who have shown an interest in The Friends of the Library. A presentation will be made as to the purpose, etc., of The Friends of the Library. Tea and light refreshments will be served.

#### NEW BUSINESS:

It was decided that the money coming from library membership will be kept separate. Do we want to consider an invitation to Mike York? We all thought this was a good idea, however, we believe we need to complete our version of the “Memo of Understanding” before extending an invitation. Bill will send out the draft in a form that will allow each of us to work on it.

At 5:35 pm a motion to adjourn was made by Paula, seconded by Bill and voted in the affirmative.

Respectfully submitted,

SUSAN W. JACKSON