

MINUTES OF THE LIBRARY TRUSTEE'S MEETING January 13, 2016

PRESENT: Bill Powers, Paula Cummings, Robin Orr, Gail Howell, Sue Jackson

Bill opened the meeting at 4:15 pm

MINUTES: A motion was made by Paula to accept the Minutes, seconded by Bill and voted in the affirmative.

TREASURER'S REPORT: As of the end of the year we have \$4,085.49. A motion was made by Sue to accept the report, seconded by Paula and voted in the affirmative.

A copy of the report is attached.

LIBRARIAN'S REPORT:

Manifest: Good Housekeeping	\$34.97
Salmon Press – Bristol Enterprise	
one year	36.00
Baker and Taylor	17.99
Reimbursement to Robin for	
toner cartridge for copier and a clock	85.35
Total	\$174.31

A motion was made by Bill to accept the manifest as presented, seconded by Paula and voted in the affirmative.

Attached is a copy of library activity for the month.

The balance left on the gift card is \$29.85. Petty cash balance is \$10.86. Bill stated that we will make a disbursement to Robin of \$50 for petty cash.

Robin will deposit \$50 which was collected from late fees, use of copier, etc.

Overdrive is up and running! A motion was made by Sue to accept the Librarian's Report, seconded by Bill and voted in the affirmative.

CHAIRMAN'S REPORT:

Bill expressed his gratitude to each one of us for what we have accomplished this past year. Robin also wanted to thank us for the support she receives from us, the Trustees. She said that some of the other libraries are not as fortunate.

ACTION ITEMS FROM DECEMBER MEETING:

Robin and Paula have completed the biographies. We are digitized to W.

Paula reported that no work has been done regarding Library maintenance.

Windows - Since we have storm windows, the inner windows will be removed for repair.

Paula will make sure the Town will let us know when that will take place so that we can make sure the heat is turned up for the protection of the computers, etc.

Robin stated that we have four (4) Trust Funds totaling \$2,465.74. \$1,120.68 must be used for books only, which leaves \$1,345.06 that can be used for general purpose.

We have Tech Soup Membership and Robin is the contact person.

QuickBooks online is pending Tech Soup Membership being confirmed. (Tech Soup is Confirmed!)

Nothing more has been done on the website.

Robin stated that the workstations are on order. She will give the bill to Alison for the Town to pay which will come out the furniture budget.

Paula, Robin and Gail have worked diligently gathering information and talking to other libraries regarding The Friends of the Library regulations, requirements and interest. They will get together to fine tune exactly what we want to do. ALA has a Friends Newsletter which Robin will sign up for.

Groton Library: After some discussion, Paula made a motion that the Hebron Library will offer Groton, as well as Hebron non-taxpayers, library privileges for a fee of \$10 per family, per year. This was seconded by Bill and voted in the affirmative. Paula and Robin will call Elizabeth Jespersen to convey our decision.

NEW BUSINESS:

Bill asked Robin if anyone has asked for an Annual Report as yet. She said no one has.

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

Respectfully submitted,

SUSAN W. JACKSON