

Freedom Public Library Trustees Meeting  
Thursday November 29, 2018 DRAFT Minutes

Present: Chuck Brooks, Chair; Jayne Britton, Treasurer; Paul Mathieu, Secretary; Elizabeth Rhymer, Librarian; Maureen Elliot, Alternate

The meeting was called to order at 3:35.

The minutes of the November 2 budget development meeting were read and approved.

The minutes of the October 25 monthly Trustees meeting were read, edited and approved.

The minutes of the October 25 non-public session were read, edited and approved.

Elizabeth delivered the Librarian's Report

#### Financial reports

Balance sheet: The balance sheet with previous year comparisons was reviewed. Jane and Pam are continuing work to correct program calculations. Jayne will review payroll and tax recording and calculations with Pam.

Profit and Loss Budget vs. Actual: The report's figures through October 31 were reviewed. The recording location of some figures were noted as incorrect. Jayne will work with Pam to correct these and to improve item descriptions entered into the record as she continues to learn the intricacies of FPL record keeping. Jayne will examine payroll and tax figures and their program calculations to correct figures that appear incorrect.

A motion to accept the financial reports, without approval of actual figures due to erroneous entries and/or calculations, was seconded and approved.

The manifest was signed.

The trustees reviewed the proposed budget for 2019. Jayne will adjust budget format and layout for the selectmen's meeting.

The Morrow bequest was discussed. A motion to accept the Morrow bequest's initial donation of \$2800 as unanticipated income was seconded and approved.

For the record: The Morrow bequest is being made to the Library by the heirs of Margaret S. Morrow, and the trustee(s) of a trust fund set up and funded by Margaret to care for Thomas Morrow until his recent passing. In accordance with Margaret's wishes, residual money from the Thomas Morrow trust will be donated to the Freedom Public Library to be used to support the library's "...best sense of what will fulfill [Margaret's] wish to support literacy and the love of

reading among Freedom's school children, with special emphasis on those for whom reading proficiency doesn't come easily." The estate requests that they be kept informed "at least annually" of the use of the bequest. [For details, see letter from Mark Morrow, Trustee and executor in behalf of the Morrow estate dated Nov. 9, 2018.]

The trustees agreed to meet at 10:00 Saturday, December 8 to finalize the 2019 proposed budget and funding request to the town selectmen.

Next monthly meeting: December 13 at 3:30pm.

Adjourned 6:10pm.