

Freedom Public Library Trustees Meeting
Thursday May 16, 2019 Minutes

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

The meeting was called to order at 3:35.

Paul read the April 18th minutes which were approved by the board with edits.

Financial reports:

Jayne presented financial reports. Jayne will call the bank to clear up the small amount remaining in the Williams trust account. A motion to accept the financial reports was seconded and passed.

Elizabeth presented the Librarian's report. She has been in touch with Mark Morrow, and he has approved recent uses of Morrow bequest funds as being aligned with the donor's intentions. He will need some extended time to provide the Library with wording of the will needed to best document the intentions of the bequest.

Agenda Items

- 1) The Statement of Policy and the Computer Use Policy were reviewed. The Statement of Policy is in need of extensive revision due to duplication with other policies and refined practices since 2013, and revisions brought up will be typed up to be reviewed at the next trustees meeting. The question was raised of whether and where to revise the Statement of Policy to reflect the Board of Trustees' ongoing efforts with regard to building maintenance, budget preparation and oversight, and the hiring, supervision and compensation of staff. Secondly, the Computer Use Policy was reviewed with minor editing. A motion to accept the Public Computer Use policy was seconded and approved.
- 2) Morrow bequest update: Elizabeth has been in touch with Mark Morrow, and he has approved recent uses of Morrow bequest funds as being aligned with the donor's intentions. He will need some extended time to provide the Library with wording of the will needed to best document the intentions of the bequest.
- 3) Upcoming Audit- Pam and Jayne will schedule time with the auditors during their upcoming scheduled time with the Town of Freedom.
- 4) Discussion of "smaller" accounts: tabled to a later date TBD.

Next meeting: July 11th at 2:30.

Adjournment at 5:13

Tickler file based on MAY 2019 minutes:

Chuck will review bylaws to clarify Section 2 of the Statement of Policy.

Elizabeth will type up revised policies/policy draft and put Computer Use policy in the policy binder.

Jayne, Chuck and Pam will meet with Auditors.