

Freedom Public Library Trustee Meeting
Thursday October 22, 2015 FINAL MINUTES

The meeting was called to order at 3:38

Present: Chuck Brooks, Chair; Laura Robinson, Treasurer; Elizabeth Rhymer, Director; Paul Mathieu, Secretary.

The minutes of the September 17, 2015 meeting were presented by Paul; minutes were discussed and approved.

Treasurer's report

The treasurer's report was presented by Laura and discussed. An amount for an eBay purchase will be moved from books to DVDs; Laura will check into a discrepancy in the landscaping expense line. The Treasurer's Report was approved.

Director's Report

The Director's Report was presented by Elizabeth. The outside lighting timer is in need of replacement in the current budget year. There is gutter work that needs to be completed before winter. A texting feature has been added to the library computer system services to improve communication with the public.

Other discussions:

The parking area project was discussed. Chuck will call GW Brooks and Sons to check on when the paving of the parking area will be completed. Protocols for requesting funds from the Friends of the Library were discussed. Clarity is needed regarding how much detail the FOL needs when communicating specific uses for the requested funds. Elizabeth discussed what would be the basis of the annual funding request this budget season. The amount requested for dues and conferences will increase as Elizabeth and Caroline hope to attend national library conferences this year. Funding for a renovation of the work room will also be included in the request. The work room renovation design was discussed.

Building and grounds- replacement of the outside lighting timer was discussed. Gutter work needed before winter was discussed. Replacement of a paper towel dispenser in the upstairs bathroom was discussed for the current year - Lee Fritz wants this project to be funded from the Fritz Fund; a future vanity installation for this bathroom was also bantered about.

CD and trust funds review

Chuck presented research to date on the current investments held by the library, and donors and restrictions on the use of particular funds. Laura will consult with Lee Fritz and ask her to assist with further research of documents.

Conference and continuing education payments were discussed. Tabled until December.

Next steps in the director's evaluation procedure were discussed. Elizabeth will provide a listing of accomplishments and her goals for 2016. Her performance review will be in November.

Laura provided a preliminary draft of the 2016 budget with historical data for review prior to the November meeting. Discussion of use of volunteers was tabled until. Chuck provided copies of "Best Practices for New Hampshire Libraries VOLUNTEERS" to read in preparation for that discussion.

Several seconds of revelry commemorated Elizabeth's 12th year of service.

Next meeting: Thursday, November 19th a 3:30pm.

The meeting was adjourned at 5:45pm.

Submitted by Paul Mathieu