

Freedom Public Library Board of Trustees Meeting
January 12, 2019
Minutes

Members Present :

Chuck Brooks, Chair
Paul Mathieu, Secretary
Maureen Elliot, Alternate
Elizabeth Rhymer, Library Director

Meeting called to order at 10:04

The December 13 minutes were read, edited and approved.

Financial reports:

Jayne presented the 2018 Profit and Loss Statement. 2018 expenses exceeded income by 1495.23; the checking account balance was adequate to cover the amount.

Jayne pointed out that the Quickbooks payroll program is not available under the library's current Quickbooks license and it would be a cost saver to utilize that component. Jayne will look into a possible donation to cover the cost of adding that capability to our bookkeeping software.

A motion to authorize Elizabeth to deposit gift money into the Friends of the Library Librarian's Discretionary fund with donor's agreement was seconded and passed.

A motion to accept the Treasurer's Report was seconded and approved.
A donation in honor of Bill and Sally Stoops birthdays was seconded and passed.
The manifest was signed.

Director's Report

Elizabeth presented the Director's Report

1) Town Meeting Prep

Jayne and Elizabeth presented copies of town meeting documents

2) Lighting upgrade payment

A motion to pay for the lighting upgrade using the Williams CD at Northway Bank was seconded and approved. Chuck will continue to explore best practices for reporting use of library assets to pay for library expenses.

3) Grounds Maintenance bid request

The scope of work description for spring-fall grounds maintenance to be used in the bid process was revised

The language of the bid request advertising was revised. Chuck will check with the town regarding advertising requirements. Elizabeth will email the final draft out to the board to check for typos.

4) The 2019 Holiday schedule was set with closure dates of May 25, July 4, August 31, October 12, November 28 and 29, December 24, 25 and 31, and looking ahead to January 1 of 2020.

5) Chuck will develop a list/schedule of policies to review in 2019.

Next meeting will be February 16 at 10:00 and will include opening of summer maintenance contract bids.

Meeting adjourned at 12:07pm.