

Freedom Public Library Trustees Meeting
Thursday March 23, 2017 Minutes

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

The meeting was called to order at 3:36pm

Elizabeth presented the Librarian's report

Pizza and movie night as well as the winter film series are well attended in recent weeks. The library has some new inside signage and progress continues on the vestibule project. Elizabeth is working on getting a cost estimate for replacement of the air conditioning system to inform the board as we consider what is an appropriate cash reserve for the library.

Minutes of 2-16-17 were approved.

Minutes of 3-7-17 were approved.

Treasurers report

Laura reviewed the Profit and Loss and Budget vs. Actual reports. Laura is preparing for financial auditing next week.

The treasurer's report was approved.

The manifest was signed.

A copy of the telescope lending policy will be placed into the policy book.

The volunteer policy was review and edited. Further discussion was tabled until a future date.

Elizabeth has uncovered previously approved amendments to the personnel policy that were not combined into the full policy. She will incorporate those previously agreed to edits and bring a policy for review to the next meeting.

Paul will present revised wording for the volunteer policy at the April meeting.

The grounds maintenance contract was discussed in preparation for the placement of advertising a request for bids.

Town support is not assured in the the amount of time left for preparation of a grant application for monies through the USDA that would be used to offset costs of replacing the older windows in the older part of the library. Further work toward that application will be discontinued. The window replacement project will be put on the back burner.

The grounds maintenance contract bid request advertisement will run in the Conway Daily Sun March 28 and April 1. Bids will be due by Thursday, April 13 when they will be opened at a special board meeting.

Elizabeth filed the New Hampshire Public Library annual report.

The board discussed the library assistant job description.

The next monthly meeting apart from the special meeting on the 13th will be at the library April 27th at 3:30 PM.

Adjourned at 5:30 PM.