

Freedom Public Library Trustees Meeting
Thursday July 20, 2017 Minutes

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

The meeting was called to order at 3:00.

The May 25 minutes were reviewed and edited for clarity. A motion to approve the May 25th minutes as edited was seconded and approved.

The May 25 non-public session minutes were reviewed and edited for clarity. A motion to approve the May 25th non-public session minutes as edited was seconded and approved.

Laura presented the profit and loss and budget vs. actual statements. Laura has modified the reporting to show charges against unanticipated gift income alongside the income of the same category. Laura will ask for reimbursement from funds held by the town for Library use to cover the electrical contractor's electrical upgrade that powers the newly installed basement HVAC system and other work.

The board agreed that a charge of \$112.50 paid to complete the start-up of the sprinkler system to Welch Landscaping will be charged against the current groundskeeping contractor as it represents an expectation of the current contract that they were unable to fulfill. Paul and Laura will draft a letter to them to explain the charge.

A motion to accept the financial reports was seconded and approved. The manifest was signed.

The board agreed to support Chris going to two professional development conferences.

The librarian's report was presented by Elizabeth. The basement HVAC system installation is complete and working well. The newly hired Library assistant is performing her duties well and learning library routines at a good pace.

The board reviewed the financial policy. Laura will edit it and present the final copy for approval at our next meeting.

The investment policy was reviewed. Laura will adjust the date and email the document to Elizabeth to put into the policy binder.

The board discussed developing a policy to cover outside groups using library facilities for their purposes. Concerns included the avoiding of either discriminatory practices or the appearance thereof, overuse of facilities or the furtherance of causes that would be the cause of controversy or that would fall outside of the mission and operational expectations of the library. Further discussion tabled to a later date.

Elizabeth will take August 27 to Sept 11 as vacation time.

The next meeting date was set very tentatively for August 17th at 3:00.

Meeting adjourned 5:10.