

Tunbridge Public Library Trustee Meeting

March 11, 2019 7:06 pm

Sarah Tischer Scully, Eve Ermer, Anne Linehan, Carrie Cooker, Fern Strong, Jean Wolfe, Ben Wolfe

Secretary's Report

Minutes from February 2019 meeting were approved.

Treasurer's Report

We reviewed time sheets and signed the Warrant. Questions about the finance charges on the MasterCard.

Budget update: Theresa left us with a binder of information for the next Library Treasurer. Sarah will recirculate the shared Google spreadsheet to everyone including new Trustees.

Trustees and Jean agreed that budget encumbrances will be decided by May 1, 2019.

Fundraising update: we have received approximately \$9,500 in bequests and donations this year.

Librarian's Report

Community Room use is even more regular. Possible Story Hour break coming up. Carrie suggested putting a call to the community to see if there are folks who might want to do a one-off or substitute story hour presenter.

New Art Exhibit is up - next reception is Sunday, March 17th.

Jean has some new volunteers who have shown interest in helping out.

Jean suggested some expenses coming up: dehumidifier in the basement; photocopy machine needs an expensive toner cartridge or new machine.

Old Business

Money from Friends of the Library: Next meeting on Saturday, March 16th at 12:00 pm, and that is the venue for requesting the \$10,000 budgeted for this year. Anne will ask Theresa and follow up with Donna about this request. We agreed that we would take the full amount this year as budgeted and use the Trustees of Public Funds money if needed.

Money from Trustees for Public Funds: Current fiscal year request should be made by May 1 so it can be approved.

New Business

Welcome new trustees.

Vote for officers.

Anne Linehan elected Chair

Eve Ermer and Fern Strong elected co- Treasurers

Sarah Tischer Scully elected Secretary

Carrie Cooker elected Member At Large

Review meeting schedule: Trustees will continue to meet on the second Monday of the month at 7:00 pm.

Library Trustee Notebook: Eve mentioned that the Handbook for Library Trustees published by the Vermont Library Association mentions a number of important documents that Trustees should have access to, including: board bylaws, library policies and procedures, staff job descriptions, etc, and suggested that we work to locate and collate this information. The first step is to assess what documents are in place. Jean will locate the existing records for review at the next meeting.

Action Items

Jean will prepare an encumbrance report by May 1 for end of year spending.

Everyone review budget and current spending (available as a Google document).

Eve and Fern will review the TPL Treasurer's Notebook

Anne - will follow up with the Friends about our request for fund for this year.

Sarah will send out the Handbook for Library Trustees to everyone to review.

Next Meeting Monday, April 8, 2019 at 7:00 pm