

February 2020 Marlow Library Trustees Meeting

2/16/2020 at the Marlow Town Library

Present: Jill Sanders, Jeanne Kennedy, Linda Fuerderer, Sandy Salo & Jennifer Brown

MS Sanders called the meeting to order at 6:35.

Quorum declared.

- MS Kennedy presented the minutes she had taken at the January 2020 meeting.
 - MS Sanders motioned to accept the minutes as written with corrections.
 - MS Fuerderer seconded.
 - Motion passed 3-0.
- MS Fuerderer presented the Treasurer's Report.
 - The Budget Committee reduced our budget by \$1000.
 - It will come from the book budget.
 - MS Fuerderer showed the Board the comments from the Auditors.
 - They recommended the Treasurer create a monthly report of monies spent, and account balances.
 - This was the plan all along, but we didn't have a designated Treasurer.
 - They recommended the Librarian create a quarterly petty cash report, as there wasn't one submitted for all of last year.
 - MS Brown responded that she had created such reports in the past, but never received any petty cash for 2019, therefore, there was nothing to report.
- MS Fuerderer reported the balance of our checking account as \$1010.18
 - The Savings account has \$4150.40
- MS Salo motioned to accept the Treasurer's Report as written.
- MS Kennedy Seconded.
- Motion passed 4-0.
- The Board viewed the progress of the move back into the library.
 - The new work tables and stacking chairs are in place and ready for use.
 - MS Brown is looking for homes for the extra furniture.
- MS Sanders inquired whether we needed furniture right now, or could wait until after the Town funds us for the year.
 - Ms. Fuerderer reported we had already paid some larger bills for 2020, and didn't like to use funds from the savings account.
 - MS Kennedy motioned to table talk to new lounge furniture until after receive funding from the Town
 - MS Salo seconded.
 - Motion passed 4-0.
- The Board discussed the list of projects they would like the Town to complete.
 - MS Sanders and MS Kennedy will meet with the Select Board at the library on Tues, Feb 17, 2020 at 6 pm.

- The list includes: replacing the old toilets and leaky in-line filter, removing the sink and cabinet in the hall, and repairing the sheetrock.
- MS Brown presented the Librarians report.
 - The stacks are secured and ready to be painted.
 - MS Kennedy offered to help MS Brown paint.
- Auditors said OK for director to have debit card provided there is an approved policy in place
 - MS Brown presented a debit card policy for the library.
 - It was based on the Town's credit card policy
 - Trustees will review and discuss at next meeting.
- The Board discussed subscribing to the print version of the Keene Sentinel.
 - Over \$300/year
 - MS Kennedy will donate her copy to the library.
- MS Brown informed the Board she had received a call from Liz Davis of the Trustees of the Trust Funds.
 - They request use of the library on the 3rd Monday on the month.
 - Trustees decided to change the date of the Library Board of Trustees meeting to the 2nd Monday of the month to accommodate the Trustees of the Trust Funds.
- MS Brown reported Ill is way up with the new software rolled out by the State Library last fall.

MS Sanders adjourned meeting at 8:23

Next Meeting March 9, 2020 6:30 pm @ the Library.

Respectfully submitted,

Sandy Salo