

January Marlow Library Trustees Meeting

1/20/2020 at the Marlow Town Library

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

Ms Sanders called the meeting to order at 6:32.

Quorum declared.

- The Secretary was not present, so Ms Kennedy presented the minutes she had taken at the December 2019 meeting.
 - Ms Sanders motioned to accept the minutes as written with corrections.
 - Ms Fuerderer seconded.
 - Motion passed 3-0.
- Treasurer's report.
 - Ms Fuerderer reported the Library didn't spend any money in December 2019.
- Librarian's Report:
 - The audit begins Monday Jan 27 and ends Wed Jan 30.
 - Ms Brown will accompany Ms Fuerderer, as Ms Fuerderer was not on Board for majority of 2019.
 - Both are available any day but Monday.
 - Ms Brown will check with Town Office about time and date.
 - It was established the Library under spent its 2019 budget by \$228.57.
 - This money must be returned to Town.
 - We are still missing some minutes from 2019 meetings.

Both Ms Sanders and Ms Brown had unsuccessfully tried to reach Ms Salo

- Ms Kennedy will contact Donna Chase about contacting Secretary Sandy Salo to obtain the missing minutes.
- Ms Brown wondered if it would be a good idea to auto-pay our recurring First Light bill.
 - Will ask auditors
- Would it be okay to issue Ms Brown a debit card or prepaid credit card for occasional purchases, rather than using her person credit card for Library business.
 - Will ask auditors
- Ms Brown presented a draft of her proposed budget for 2020.

- The budget is due Jan 24. Budget Committee meeting Feb 1. – Ms Brown will attend.
 - Each line item was discussed.
 - Ms Brown didn't know what the COLA increase is for 2020, or how much the Town contributes to Staff social security etc. so couldn't provide a definitive budget figure. She will contact Town Administrator for answers.
 - Ms Fuerderer motioned to approve the budget as written, with payroll addition to come from Town Office.
 - Ms Kennedy Seconded.
 - Motion passed 3-0
 - Ms Brown informed the Board she had returned \$17.91 to the Town for monies collected for patron copies/printing in 2019.
 - Ms Brown informed the Board of HB1615.
 - Bill will require any person coming into the library to interact with children pass a background check.
 - This will seriously hinder the Library's ability to present programs and will also discourage volunteers.
 - It is unnecessary, as the presenters/volunteers would not be left alone with any children.
 - Ms Brown will forward list of committee members to contact.
 - Ms Brown feared the deadline for comment had passed.
 - Ms Brown said the window to complete the State Library Report had opened.
 - Deadline not until March.
 - Ms Brown gave an update on erate appeal
 - She reported she needed the Library's DUNS number to complete the form required for monies to be deposited into our checking account.
 - The group discussed possible furniture purchases.
 - Ms Kennedy motioned to allow Ms Brown to order 2 conference/work tables and 10 stacking chairs.
 - Other furniture purchases will be discussed at next meeting.
 - Ms Sanders adjourned meeting at 8:15
 - Next Meeting Feb 20, 2020 6:30 pm @ the Library.
-
- Respectfully submitted,
 - Jeanne Kennedy