

Holland Public Library

Board of Trustees

Meeting minutes for August 18, 2016

Members present: Peggy Lowell, Lynn Harhay, confirmed member Jennifer Gumlaw; Jessi McCarthy, Director

The chairman called the meeting to order at 4:03PM

Old Business

- The minutes of the July meeting were approved by a vote of 2-0.
- Director's report: see attached.
- Building maintenance: Lock box: not addressed; Fire alarm: Jessi will keep looking for an electrician; Ramp: one verbal estimate was given for ramp, porch and ceiling painting for \$600, a written estimate is expected soon; keys: the cost for changing the locks was \$110, new keys were made and distributed to employees and trustees.
- Furniture: the Library's new table and chairs arrived and were put into place; the old furniture was moved to the Selectmen's office in Town Hall.
- Long-range plan updates/ARIS numbers: Jessi used the new ARIS numbers to update sections of the long-range plan; see attached for new numbers.
- Trash removal: Peggy explained her meeting with the accountant and executive secretary; a new spreadsheet for Library expenses has been introduced; the money for trash removal will be reimbursed to the Library at the end of the fiscal year; Lynn was asked to write an email to the accountant to ask why removal of funds without Library approval was allowed to happen; the Trustees will also ask for a meeting with the Finance Board in the Fall to ask about other expenses that might impact our budget development.
- Summer reading: the program will end on Friday, August 19 with mini-golf and ice cream for the community; participation in this year's program was down from last year.
- Patron printer: CWMars came to work on the printer which now prints to the circulation desk.
- Trustee appointment: Jennifer Gumlaw was appointed to the Library Board by the Select Board; she will be sworn in as soon as the Town Clerk returns from vacation.

New Business

- Vouchers: vouchers were signed; a copy is attached.
- Next meeting: September 15, 2016.

- Adjournment: The Chairman adjourned the meeting at 4:59PM.

Minutes submitted by: Lynn Harhay, secretary