

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes**  
**January 17, 2017**  
**Draft**

**Present:** Albert Tetreault, Laura Fulwiler, Susan Casavant Magnan, Jennifer Archambault, Amanda Forbes

**Called Meeting to Order at:** 4:35

**Agenda Approved** (SM, AT)

**Motion to approve Minutes** (SM, AT)

Minutes approved with the following correction, Kerry Lambert was present; Amanda Forbes was absent.

**Approved**

**Treasurer's Report:**

Amanda presented monthly financials

Reviewed CY 2017 budget

Determined based on budgeted revenues and debt retirement that Warning language will be for a total \$79,050.00.

Amanda informed the Board that she reached out to Peoples Trust and current refinance rate is 2.75% for 10 years, our current rate is 3.25% and have 10 years on the loan.

Motion to allow Amanda to pursue refinance of current loan with Peoples Trust (LF, SM)

**Approved**

**Action Items:**

Susan will present Warning Language to SB on January 23, 2017 and to clarify process for futures years.

Amanda will send warning to Trustees prior to printing Town Reports.

Motion to approve Warning language as follows (AT, SM):

Shall the voters approve the 2017 expenditures of \$133,650.00 for the Bent Northrop Memorial Library, 79,050.00 be raised by taxes and \$54,600 be raised by non-tax.

**Approved**

**Librarian's Report:**

Sarah was not able to attend meeting. Board reviewed the written librarian's.

**Old Business:**

Reviewed old business during Treasurers Report

**New Business:**

**Town Meeting Preparation** need the following: to have outline from Morgan Stanley regarding endowment projections/analysis, Library FACTS, Library patrons/supporters, and other communication strategies.

**Action Items:**

Laura will follow up with John from Morgan Stanley regarding analysis/projections.

Sarah will develop the Library Facts hand out (similar to last year)

All trustees bring back ideas/strategies related to communications prior to and during Town Meeting.

**Trustee Recruitment**

Laura provided an update related to outreach regarding the upcoming trustee vacancy.

Discussed other possibilities, Susan and Jennifer will reach out to individuals to gauge interest.

**Expenses/Accounts Payable**

Agreed going forward that we will request Sarah to change her process regarding approval of disbursements of funds to pay for library expenses. Sarah will now start sending requests for approval to Laura and Susan instead of Albert and Susan.

**Executive Session**

**Motion to move into Executive Session (LF, AL) @ 5:50 p.m.**

**Decision regarding patron issue reviewed and up-held.**

**Motion to exit Executive Session(LF, SM) @ 6:05 p.m.**

**Next Meeting:** February 21, 2017

Motion to Adjourn: (SM, LF )  
**Meeting Adjourned @ 6:10 p.m.**