

Bent Northrop Memorial Library
Trustee Meeting Minutes
August 19, 2014
Draft

Present: Jen Archambault, Laura Fulwiler, Kerry Lambert (on Skype), Sue Magnan, Albert Tetreault, Sarah Aube, Amanda Forbes

Guests: Bridget H. Rivet, *Friends of BNML*

Call to Order: Laura Fulwiler called meeting to order at 3:36 pm.

Agenda Approved: (SM, KL)

Minutes Reviewed and Approved: (SM, KL)

Treasurer's Report: Amanda presented monthly financials. YTD operating expenses are at 53.7% of budget. We discussed next visit with Suzanne Shepard, *Morgan Stanley*. Sue Magnan will contact her and invite her to join us at our October meeting.

Friends of Library: Bridget shared with us planning progress for the October 10 event at BNML. Objectives for the occasion include:

- **Acknowledgment of thanks** to historic donors to the library, contributions in memoriam, Volunteers, the Landscaping Committee, and folks who've served the library (tree honoring Kristen)
- Welcome our new Librarian, Sarah Aube
- A social gathering (wine and cheese)
- Fundraising (silent auction of services and goods)

Bridget shared samples of letters going out to folks in the community and we discussed various ways to help with the event: donating items or services, giving money for the event, volunteering to help. Bridget also discussed possible future concrete representations ("Giving Tree" etc.) to acknowledge donors; more to come on that piece.

Librarian's Report: Sarah shared with the trustees a list of what she's been doing so far in her first couple weeks. She has connected with local folks to continue programs already in place; to that end, she's met with Jen Wood, Nance Shaw and Loli from *Building Bright Futures* to facilitate continued collaborations. She is planning her first Playgroup and will send letters home through the school concerning after-school library use. Sarah's schedule will be Tuesday-Friday once regular hours resume.

Old Business: Laura noted that the tree in honor of Kristen will be planted on Wed., Sept. 17. This is a work day; the tree's planting will be included in the Oct. 10 celebration. Albert offered to provide a tractor and bucket loader if needed. We'll need a hose to keep the new planting watered into the fall and will confer with the Landscaping Committee on placement.

Laura will ask Sonia Dodge for an estimate of costs for the Landscaping Committee so we can consider that at our September meeting.

New Business: We spoke about adding Trustee Meeting Agendas and Minutes to the BNML website. Sarah will connect with Mike Malone to work on necessary links between the Library website and the Town website so we can comply with new Open Meeting requirements.

Agenda for Next Meeting:

- October 10 event
- Policies/Procedures—Risk Management
- Job Description, Performance Appraisal

Next Meeting: Tuesday, September 16, 2014, **4:30 pm [PLEASE NOTE LATER TIME]**

Adjourn: Meeting adjourned at 5:35 pm