

**Bent Northrop Memorial Library  
Trustee Meeting Minutes Draft  
July 18, 2019**

**Call to Order:** Laura Fulwiler called to order at 4:40PM

Present: Laura Fulwiler, Samantha Thomas, Kristina Bolduc, Sarah Montgomery, Amanda Forbes, and Bridget Howrigan Rivet

**Guests:** None

**Approval of previous meeting minutes:** Motion to accept with minor corrections by Kristina B, seconded by Samantha T, and all approved.

**Treasurer's Report:** Amanda presented library fund report to the group. Reviewed operating/property expenses are on target for half way through the year. Amanda has coordinated with Charles Schwab and Thomas & Partners to ensure the remaining funds were able to be moved over to Thomas & Partners. There will be no fee charged for the moving of these funds. She also was able to provide more details on the Wanzer CD, it currently is in a 5-year CD, with a 1.24% interest rate and the CD matures in 2022.

**Librarian's Report:** See attached report by Sarah M.

**Friend's Report:** Discussed the 6<sup>th</sup> annual To Bid or Not to Bid scheduled for 28 September. Auction items have begun being donated and collected. Music, Food, and Drink have already been coordinated.

**Strategic Planning Committee Update:** Continued community engagement is occurring through one-on-one Ask exercises, Group Aspirations Exercise, and through the survey. 100 surveys have been received so far. After July the information begin to be assessed. First rough cut of strategic plan will be presented to the Trustees in September.

**New Business:**

- (1) **Librarian's annual review** – Peter B will meet with Sarah M. to develop her annual review prior to submitting a draft to the rest of the Trustees for additions/comments before it is completed for the year.

**Old Business:**

- (1) **Financial Policy**- Tabled until a future meeting. Discussed and agreed to hold a Special Meeting to focus on the policy. No date was set yet for the Special Meeting.
- (2) **Ethics and Conflict of Interest Policy** – Should volunteers be required to sign a Statement of Understanding or just be aware of the policies? Further discussion and review will need to occur before the policy is finalized.
- (3) **Investment Policy** – Was reviewed and policy was signed by the members present.

**Agenda for next meeting (August 15, 2019)**

- (1) Ethics/Conflict of Interest Policy**
- (2) Financial Policy development**
- (3) Additional Policy review brought by Sarah M.**
- (4) Librarian Annual review progress**

**Adjourn:** Moved to adjourn by Samantha T/seconded by Kristina B at 5:45PM