

Bent Northrop Memorial Library
Trustee Meeting Minutes
September 20, 2016
Draft

Present: Albert Tetreault, Susan Magnan, Sarah Montgomery, Laura Fulwiler, Amanda Forbes

Called Meeting to Order at 4:35

Guests: Sonia Dodge, Bridget Rivet

Agenda Approved (SM, LF)

August Minutes

Motion to approve (SM, LF)

Minutes approved

Treasurer's Report:

- Amanda presented YTD financials.
- Discussed modifications to the structure of the monthly financial reports in which the endowment is a separate item on the balance sheet.
- Taxes and property reimbursement will be transferred at a later date.
- Unrealized gain/loss and realized gain/loss will be added at the end of the year.
- No actions needed regarding the budget at this time.

Librarian's Report:

Sarah presented her monthly update to the Board. Highlights include:

Play group has started again

Students are back! Big afterschool crowds!

Lego club

A librarian patron donated a number of STEM related toys. Discussed acknowledgement of donations to ensure our gratitude and appreciation for this donations.

See full report

Old Business:

Reviewed action items and follow-ups:

Sara is working on value statements

New Business:

- **To Bid Update:**
 - 58 items for the art show
 - 85 items in the silent auction
 - FPF, Facebook
 - New this year-Publicity in local papers!

- Working on setting up Pay Pal account
- Recognition plaques will be installed

Action items:

- Prep collateral session will be 9/27 at 2:30
- Staging session Friday afternoon/evening at 5:30
- Set up noon-2:00 on Saturday of the event

Town Meeting Preparation

Australian Ballot vs. Town Meeting Voice Vote

Motion to bring the question to vote at town meeting (LF, SM)

Motion approved

Focus of the warning should be on clarifying that the library employees are municipal, for example:

We ask the people of Fairfield to support salary and benefits of the municipal employees of the Bent Northrop Memorial Library.

Agenda for Next Meeting:

Debrief from To Bid Event

Finalize warning for Town Report/Town Meeting

Create timeline and communication plan for Town Meeting

Next Meeting:

Tuesday, October 18, 2016

Adjourn (LF, SM) at 5:45 pm