

Jacob Edwards Library

Minutes of April 25, 2017

The Library Trustee meeting of April 25, 2017 began at 12:10 p.m. with Richard Whitney calling the meeting to order. Present at the meeting were Trustee Gary L. Bridgman, also recording minutes, Robin Weber, Jessica Jimenez, Beth Cournoyer, Mel Blake, and Library Director Margaret Morrissey.

The minutes of the March 28, 2017 meeting were read and approved. Robin Weber moved to accept the minutes and the motion was seconded by Beth Cournoyer and so voted.

Gary Bridgman summarized the balances of the accounts under Trustee control as of March 31, 2017. A discussion followed regarding the balances and Gary Bridgman suggested transferring between \$50,000 and \$100,000 from the checking account to the Endowment Fund. Mel Blake made a motion to transfer the sum of \$50,000 from the check account to the Endowment Fund and the motion was seconded by Jessica Jimenez and so voted.

The meeting room policy under which the Library reserves the right to restrict frequency of use was discussed. Mel Blake made the motion that the Meeting Room Policy distributed in the March 28, 2017 meeting be accepted and that the Policy be included as an attachment to these minutes. The motion was seconded by Jessica Jimenez and so voted.

The long range plan was discussed and Margaret Morrissey discussed the responses received from the public regarding the long range plan. She noted that the library had received 238 responses and were available for the Trustees to read. Margaret further reiterated that the deadline for submitting the Long Range plan is June 30, 2017 and thanked Robin Weber for her diligence in the matter and in the preparation of the draft plan.

There was no Chairman's report at this time.

The Library Director's report followed and Margaret Morrissey discussed:

- The budget preparation for the next fiscal year ending 2018 is underway for submission to the Selectmen;
- The continued and necessary police presence in the Library;
- Addition of equipment to the Children's Room;
- The process of upgrading to Windows 16;
- The intent to change to Google Docs rather than upgrading Microsoft Office;

Having no further business before the Trustees, Jessica Jimenez then made a motion to adjourn which was seconded by Beth Cournoyer and so voted. Chairman announced the meeting as adjourned at 12:51 p.m. The next meeting is scheduled for May 23, 2017.

Accepted 5/23/2017