

Jacob Edwards Library

Minutes of November 28, 2017

The Library Trustee meeting of November 28, 2017 began at 12:05 PM. Present at the meeting were Trustees Beth Cournoyer, Mel Blake, Jessica Jimenez, Robin Weber, Maureen Gullekson, Gary Bridgman, Dick Whitney and Library Director Margaret Morrissey. Tammie Darling was present to record the minutes.

The minutes of the October 31, 2017 meeting were read. Maureen Gullekson motioned to approve the October minutes and Mel Blake seconded. So voted.

Financial Report - Gary Bridgman notified the Trustees that the endowment fund had a gain of approximately \$100,000 this year to date. Gary motioned that the additional payment of \$7,104 received from Bank of America Trust accounts be deposited into the endowment fund. Mel Blake seconded. So voted. Margaret Morrissey suggested that the encouragement of donor contributions to the Library be discussed at the January 2018 Trustee meeting. Margaret distributed a capital request sheet detailing requests for FY2019-FY2023.

Old Business - Margaret Morrissey received a letter from Ruth Urell at Mass. Libraries - Board of Library Commissions congratulating Margaret, the Trustees and the Planning Committee on an outstanding job on the Long Range Plan.

Long Range Plan - The Trustees discussed action items for the Long Range Plan including costs and resources needed to complete action items. Robin Weber suggested fundraising for specific items and the possibility of the Trustees matching donations.

Chairman's Report- There was no Chairman's Report at this time.

Margaret Morrissey distributed her report to the Trustees and discussed upcoming programs and events. The Food for Fines drive has been quite successful, with several boxes of donated food. She noted that the police officers from the Town have conducted several walk-throughs during the month. Several incidences occurred during the month and police and EMTs were required during October/November.

Safety and Security - Margaret noted several incidences in her Director's Report including an unattended child in the Children's Room. The mother was unable to pick up child and a JEL staff member drove child home. The procedure is to contact parent and have child picked up at police station if parent is unavailable. The policy will be invoked in the future. Robin Weber discussed a policy of having to pick up the child one half hour before Library closes.

Gary Bridgman made a motion to adjourn, Maureen Gullekson seconded. So voted. The meeting ended at 12:55 PM. The next meeting will be held on December 19, 2017 at 12 PM

Approved December 19, 2017