

Jacob Edwards Library

Minutes of January 28, 2020

The Library Trustee meeting of January 28, 2020 began at 12:03 PM. Present at the meeting of were Trustees Robin Weber, Mel Blake, Gary Bridgman, Jim Dyer, Dick Whitney and Library Director Margaret Morrissey. Tammie Darling was present to record the minutes.

The minutes of the November 2019 meeting were read. Mel Blake motioned to approve the minutes, Robin Weber seconded. So voted.

Financial Report - Gary Bridgman informed the Trustees of the balance in the Endowment account and gave a brief overview of all accounts to Jim Dyer. Margaret Morrissey discussed the possibility of the Trustees donating more money for books/materials. There is a state requirement that fifteen percent of the budget must be for books/materials. Gary Bridgman suggested that the Trustees should know the figure for the total budget to determine how much money is needed to reach fifteen percent.

Chairman's Report - Dick Whitney welcomed Jim Dyer as a Trustee and distributed the By-Laws. Dick asked that the Trustees review the By-Laws and discuss possible revisions at the next meeting.

Director's Report- Margaret Morrissey distributed her director's report and discussed programs and events at the Library. Margaret discussed the need for training for the new financial software installed by the Town IT Director, which could be paid for using state aid.

Old Business - The Trustees were given a "Deed of Gift" for the Tin Man Sculpture by John Lewis, which was examined and approved. Margaret requested \$150,000 from the capital budget for insulation in the Children's Room. The Library is currently seeking bids on copper gutters and trying to get a scope of service for ceiling repair. Margaret distributed the Meeting Room Policy and stated that the capacity of each room needs to be updated. Gary Bridgman suggested adding "maximum legal capacity is _____" to each room description.

Mel Blake made a motion to adjourn, Gary Bridgman seconded. So voted. The meeting ended at 1:05 PM. The next meeting will be held on February 25, 2020 at 12:00 PM. Robin Weber will not be in attendance at the next meeting.