

Jacob Edwards Library

Minutes of October 22, 2019

The Library Trustee meeting of October 22, 2019 began at 12:05 PM. Present at the meeting were Trustees Robin Weber, Mel Blake, Maureen Gullekson, Gary Bridgman, Dick Whitney and Library Director Margaret Morrissey. Tammie Darling was present to record the minutes.

The minutes of the September 2019 meeting were read. Maureen Gullekson motioned to approve the minutes and Gary Bridgman seconded. So voted.

Financial Report – Gary Bridgman discussed investment portfolio performance and balance of approximately \$1,420,000 in the Bartholomew endowment account.

Chairman's Report – Dick Whitney will send Trustee Jessica Jimenez a letter explaining that the Trustees will petition the Town for a replacement Trustee since she has now missed three consecutive Trustee meetings and is now terminated as a Trustee. Robin Weber suggests that the Trustees discuss Bylaws at future meetings under the category “New Business” and develop a procedure manual for the various bylaws. Dick discussed hiring a company named Advanta to digitize microfilm. Margaret said that a digitization project was already underway, which is state of the art and free to the Library. Margaret and Dick will discuss the digitization project, as Margaret wants to make sure it fits the needs of the Library.

Security – Officers were at the Library during the Trustee meeting to apprehend suspects who have been stealing books. The suspects were escorted out of the Library by police and arrested and issued No Trespass orders.

Director's Report- Margaret Morrissey distributed her director's report and discussed programs and events at the Library. Margaret inquired about the Trustees' intentions regarding the property surrounding the Library. Robin Weber suggested inviting the Town Planner to a future meeting to discuss.

Old Business – Margaret distributed a rough draft of the updated Gift Policy. The Trustees will discuss the Gift Policy at the next meeting. Margaret discussed postage costs for interlibrary lending. Margaret discussed that there was a particular patron incurring significant postage charges. It was discussed and agreed that Margaret has discretion regarding fees imposed to a patron - that any lending fees from the lending institution would be the responsibility of the patron, directly to the lender. Margaret discussed the possibility of purchasing two pieces of granite for the base of the new sculpture “Tin Man” and also for the bench in front of the Library.

Mel Blake made a motion to adjourn and Gary Bridgman seconded. So voted. The meeting ended at 1:00 PM. The next meeting will be held on November 26, 2019 at 12:00 PM.