

Jacob Edwards Library

Board of Trustees

Meeting Minutes

May 22, 2018

Attending: Richard Whitney, Mary Ellen Blake, Robin Weber and Beth Cournoyer

A Quorum was established at 12:15 and the meeting was open.

Beth Cournoyer made the motion to accept the minutes from the previous meeting, and it was seconded by Mary Ellen Blake. All in agreement to accept the minutes.

- Financial Report – None Presented
- Old Business
 - Further discussion was held regarding the presentation by Ideas Agency presentation. Trustees in agreement that marketing and outreach part of strategic plan, no agreement if using a company of this type the direction we want to proceed.
- Chairperson's Report
 - The JEL operating budget was approved by the town as presented.
 - Discussion over the oversight of Financial gifts to JEL as per 2004 agreement with the town. Trustees confident that the process is now understood, as Trustees responsible for accepting gifts to the library.
- Director's Report
 - Margaret reviewed her monthly report to the trustees.
 - Has requested additional security cameras for the capital budget request and is waiting to hear if it was accepted.
 - A donation of the Theodore Jerome Harrington Portrait has been accepted and will be added to the library collection.
 - Membership renewal for the Friends. Please consider promoting the organization as membership has been dropping.
- Safety and Security
 - Police have conducted a walk through on many occasions during the month.
 - There was an alarm on Sunday 5/20/18 that two police and a staff person responded to.
 - The library requested assistance on 5/9/18 and were provided support by the police.
- Policy
 - Meeting room use policy is posted;
 - Bicycle loan policy was distributed to Trustees for review.
 - Staff are working on a collection development policy per Strategic Plan.

Next Meeting June 26, 2018 12:00PM Mills Room Jacob Edwards Library

Submitted by Robin Weber

Approved June 26, 2018