

## **JEL Trustee Meeting 100th planning 8/3/13**

Attending: Joan Menard; Peter Joyce; Robin Weber; Dick Whitney; Gary Bridgeman; Paula Dacoles; Margaret Morrissey

10:15 meeting called to order

I. Motion to Approve minutes: Peter Joyce made the motion to accept the minutes. Paula Dacoles seconded. Minutes approved.

### **II. Old Business:**

a. policy review of safety-will be reviewed at the Aug. 20th meeting.

### **III. 100th**

- Logo- Margaret has sent the details of what the library trustees are looking for in a design to a graphic artist. Draft is needed by Sept.
  - Book contract: Motion made by Dick that Joan is authorized to review the final contract and sign on behalf of the trustees. Peter seconded. Motion Approved.
  - Team Leader responsibilities; Joan passed out the updated list of activities and proposed that each of the Trustee leaders meet with Margaret to finalize the plans for their time periods. Margaret requested that this planning happen in a timely manner because the booking of outside events/speakers/entertainments is sometimes done a year in advance. The general expectation would be to work with Margaret to finalize the plan and report to the trustees the status; after a discussion, it was agreed that there should be two "book ends events" The first will be the presentation of the book and the proclamation event with state and town dignitaries. The date established for this event is May 1st. 2014 @ 4PM. At this time we will not be going forward with a Volunteer kick off event in Sept. of 2013.
  - Flags: Joan presented her research for flag and flag placement;
    1. Discussed keeping the flag placement around the blocks closest to the library;
2. Ask the bicentennial town committee to share the costs of brackets.
- photography -Patrick Noonan 45\$ an hour Presented unlimited release, free use of images, Digital to library. The group requested additional information about exactly what would be included in the \$45.00 an hour rate.
  - Our website vender will be adding a page to the website specifically for the 100 year events.
  - . Margaret is looking for copies of past minutes for the digital scan. Peter has years needed.
  - Discussed tying in the reenactment to the kick off event. Barbara Day is contact person and Joan has been in discussions.

### **New Business**

- Margaret provided information regarding the digital project that the town is working on in regard to annual reporting. Margaret presented the importance of the project and requested that the Trustees support the efforts. After a discussion, Margaret will use 1000.00 of materials budget to support the project.

Meeting Adjourned at 11:45 AM. Minutes submitted by Robin Weber

Approved 10/22/2013