

The Library Trustee meeting of October 23, 2018 began at 12:04 p.m. Present at the meeting was a quorum made up of Trustees Mel Blake, Maureen Gullekson, Jessica Jimenez, Richard Whitney and Beth Cournoyer (acting as recording Secretary). Library Director Margaret Morrissey was present.

The Minutes from the prior meeting (August) were distributed and read. Mel Blake made a motion to accept the Minutes which was seconded by Beth Cournoyer, and carried.

No meeting in September. Director's report for September sent to board via email.

No Financial Report.

Discussion as to when the board could schedule a meeting with the financial investment firms and the Town of Southbridge finance team, at some future date.

Margaret informed the board that she has been working with the CFO Karen Harnois to propose some changes in one of the accounts currently in use, and re-allocate the funds to line items with more accurate descriptions. The proposal will need to go to Education and Human Services subcommittee for approval.

No Chairman's Report.

Director's report

Annual Financial Report for State Aid was submitted to MA Board of Library Commissioners. Copies distributed at today's board meeting. Annual Report for FY18 submitted to Town Manager and copies sent to board. Rockwell Roofing has completed the repairs to the 1966 section of roof. Preparations are underway for the Annual Gingerbread House making, sponsored by the Friends of JEL. 3 sessions will be offered. Registration required. Report on Storybook Walk progress. Discussed email from Jim Dyer who may facilitate a development campaign??? Board agrees that collateral marketing is first step and uniformity of message in brochures/website/social media. Bilingual brand needed. Dick Whitney to follow up with Jim for suggestions.

Memorial Gift policy – Margaret to prepare a draft proposal, for the next meeting.

None of the three bicycles were loaned out this summer. Promotion to be increased in the spring.

Next meeting Tuesday, November 27, 2018

Adjourned at 12:50 p.m. Motion by Dick Whitney and seconded by Maureen Gullekson and carried.