

## LIBRARY TRUSTEES MEETING

December 1, 2005

7:00 pm

Meeting was called to order at 7:27 by Richard Senier, Chair. In the absence of regular secretary Lisa Vaughn, Jean Thompson agreed to take the minutes.

The minutes of the November meeting were read; it was moved and seconded to approve those minutes as read.

Walt Owens led us through the **Financial Report**. It was agreed that the trustees need to find out more specific and detailed information about trust funds. It was agreed to consult Maureen Killoran, liaison between the libraries and the Library Board of Commissioners, and also Mary King, for further guidance. Walt Owens and Kathy Reinig agreed to be involved in this.

### **Director's Report:**

4906 Books were checked out in November, up 4% in that month. Circulation is up about 10% for 2005.

There is a desperate need to update the library's web site. Walt will contact the person who created it about updating it.

Walt plans to speak to Cliff Fournier (COA director) about taking books to the Senior Center at the Armory. Janice Lanou will be helping with a CW Mars project to digitize materials. The library's gutters were cleaned by the Fire Department. A roof leak was patched. Despite substantial work on those in 2002, there is a problem with the drains in the front of the building, which is more expensive to fix.

Walt went to the meeting of the local Friends organization, to the regional western MA library directors' meeting where he met lots of people. He went with Janice Lanou to the main office of the Western Regional Area and met the staff there. On December 5, he will go to a Digital Books meeting. Walt suggests that when the subscription on that is up, he will go to the CW Mars project on digitized materials. Walt has agreed to be on the town technology committee. He attended the December 8 town meeting at which the only issue concerning the library had to do with the transfer of funds for salaries of library employees which we had previously discussed and agreed upon.

Walt accepted an invitation from Shirley Hebert to attend Rotary Club meeting on December 19. After all this activity (my editorialization), Walt plans to take some vacation time to return to Indiana around Christmas time.

### **Old Business:**

**Report on Friends Meeting**---Rice, Candy and Walt attended. There was some enthusiasm. The group will meet again on Monday, December 5, at 7 pm, downstairs at Wheeler Library. Joanie is in charge of membership.

**Report on Honor Roll status**---the Honor Roll monument is slated to be part of Riverfront park; there will be a ceremony to remove it from the library and it will be replaced by a new granite monument.

**Capital Improvements Project Committee:** Discussion about heating system. Bottom line is that it was moved and seconded to authorize Walt to get the water in the basement situation taken care of. The motion passed. So no capital improvement project is on the table at present.

**Dog Tax:**---Walt told the town administrator that we do want the money. He has \$6000 for the library. Walt asked for a statement which would explain to how get that money. The administrator will give us another \$3000 this year and \$3000 next year.

**Spooner Trust Fund:**

In 2000 the library received 500 shares of stock in Orange Savings Bank (later Bank North, now TD Bank North). To get remuneration we need to mail original stock certificate and IRS paperwork and letter of transmittal. Walt asked for a resolution from trustees authorizing this transaction..

**Re Christmas Eve 2005** (a Saturday): At Walt's request, Kathy Reinig moved, Richard Ballou seconded a motion that the library be closed on Christmas Eve. It was so voted with one abstention. The calendar for 2006 was accepted as well.

**Next Meeting:** We will meet next month on Thursday, January 12, at the Town Hall. We agreed to set the second Thursday of the month as our regular monthly meeting date, at the Town Hall when available, otherwise at Moore-Leland.

Meeting adjourned.

Respectfully submitted,

Jean Thompson, secretary pro tem

*Richard M. Senior, Chair*