

## **Jaffrey Library Trustees - Minutes of Meeting- February 19, 2014**

Present were Stephanie Minter, Emily Donnelly, Steven Van Houten, Tammy Cummings, Karl Putnam, and Nancy Clapp.

### **Minutes**

The meeting minutes for January 2014 were accepted.

### **Treasurer's Report**

- The register report (1/22/14 – 2/19/14) was discussed. Steve spoke to the bank about their previous error and the bank is working to correct it. A discussion was also held with the bank about removing the \$2.00 a month fee the account was being charged. Audit items were given to the town, year-end items have been finalized, and the 4th quarterly letters were distributed.

### **Director's Report- Please see attached sheet for details provided by director.**

- Building Update: Clem's Floor Sanding will work on the floors March 27<sup>th</sup> – 29<sup>th</sup>. Emily will contact Randy for help moving the large items and furniture. Everyone agreed that all items should be moved across the hall, including the paintings/pictures on the walls. Emily will call the trustees if any help is needed during this process.
- Staff Update: Monthly staff meetings are still being held to discuss events, programming or any issue that may arise.
- Progress on Goals: Emily's leadership training seminar will be finished in March (goal 4). The Community Needs Assessment (goal 3) is still being worked on. It was suggested that Emily piggyback on the park theater community assessment. The due date on this was changed from January 2014 until the end of March.
- Upcoming Programs: 5 new programs were discussed. Teen Council will be held on February 20<sup>th</sup>. The goal of this meeting will be to walk away with new ideas for programs that will encourage teens to participate in the library activities. This council will hopefully help Emily tailor the teen programs in the future. An employment workshop will also be held on March 25<sup>th</sup>. Emily will make Tammy copies to distribute around town (local stores, food bank, shelter from the storm, etc).

### **Other Business**

- We will be hosting the Monadnock Area Trustees Luncheon Friday, March 21. Trustees should try to attend if available.

***Meeting was adjourned and an executive meeting was held.***

*The next meeting will be as follows:*      **March 19, 2014 @ 4:00pm**

-Tammy Cummings, Secretary