

## **Jaffrey Library Trustees - Minutes of Meeting- January 22, 2014**

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

### **Minutes**

The meeting minutes for October and November (2013), as well as the executive minutes for December were accepted. There was NOT a public meeting held in December.

### **Treasurer's Report**

- The register report (11/20/13 – 1/22/14) was discussed. There was another TD bank error. Steven has spoken to the bank to have the mistake taken care of. The miscellaneous trust fund accounts all balanced. New trust fund total as of December 2013 is 889,748.70. On 12/16 the 4<sup>th</sup> payment of \$5000.00 was given to the town. It was also voted to continue to give the town \$20,000.00 for 2014 in quarterly payments.

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

- The Trustees letter for the town report and the Library Director's report was reviewed. Minor changes were made to the letter. Emily will finalize these documents and send them to the town.
- Community Needs Assessment- The questions being asked include: What are the needs of the community? How can the library help with these needs? How can the library assist organizations that are already fulfilling community needs (if the library can't be of help directly)? Also, the Chamber Of Commerce just finished a similar assessment. Emily is going to try to get a copy of this to aid in the library's research.
- Current library programs are going well. See attached sheet for a statistical snapshot.
- Emily met with several companies and received quotes to have the 3<sup>rd</sup> floor refinished. Emily recommended hiring Clem's Floor Sanding. The Trustees voted and approved up to \$2,500 to hire Clem's company. Trustees asked to be notified of the refinishing date. Despite the no dust promise by the flooring company, they would like to have the paintings moved and antique furniture covered up.
- Heat is repaired and working well.
- Emily requested a laptop be purchased (see attached sheet) for the committee presentations, as well as for patrons and staff to use. The Trustee's did not approve this request but tabled the discussion for another time.
- Child Safety Policy was reviewed and approved.

### **Other Business**

- Public hearing for Town Budget Committee is Saturday 2/8 at 9:00 am, at the fire station.
- Design Committee was established. Members include Virginia Eskin (chair), Tammy Cummings (Trustee Representative), and Pat Maclsaac (Friends Representative).

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

-Tammy Cummings, Secretary