

## Canaan Town Library Trustees Meeting Minutes

October 20, 2014

Present: Denise Reitsma, Cindy Neily, Susan Remacle, Kathleen Peters, Kim McQuaid, Amy Thurber and Bob Reagan

- Minutes: September 15, 2014 minutes approved.
- Treasurer's Report:
  - Cindy Neily and Amy Thurber met with the Budget Committee. Amy communicated the vital statistics of the library; a couple questions were asked and answered; all seemed happy with the budget presented.
  - The custodial line on our budget shall remain at \$1.00; the services at this time are incorporated in a larger bill given to the Town.
  - We have received two estimates for the purchase of 6 new bookshelves. Matt Dow of MTD's visited with us and went into detail for the estimate his company provided. We discussed some changes to the particulars of the shelves, and Matt is willing to incorporate those to bring the estimate down if we decide to make changes. The Trustees will delve into the exact parameters of what we need, and get back to MTDs.
  - We discussed the benefits of adding large, known purchases to the CIP budget of the Town's overall budget; Cindy will talk further with Steve Ward of the CIP Planning Committee and get back to us.
  - The Town Administrator and Town Bookkeeper will respond to our inquiry regarding expenditures from the Library's non-lapsing budget pre- and post-budget cycle.
  - Our librarian, Amy, will write and send the annual requests for support to the Towns of Orange and Dorchester.
- Librarian's Report:
  - All going well at our library.
  - We continue to get a good 'open rate' on our monthly email newsletter. Amy is adding all new cardholders to the email list.
  - Amy solicited any ideas for the newsletter; anything anyone might think is interesting or relevant to our library patrons.
  - Discussed if our library has a 'technology replacement plan'. At this time we don't; but it could be a good thing to put on our agenda.
- Other Business:

- We discussed the Annual Fund; this is a complicated issue, and not one that the Trustees are sure that they should manage. Denise is going to do some research on exactly how other libraries manage their Annual Funds, and she will get back to us.
- We discussed the theft policy, and determined it should be part of our conduct policy. Amy will write up a revised conduct policy to include specific wording regarding theft at the library, send out to us, and we will discuss at our next meeting.
- Our next meeting is November 17, 2014.

sar: 10.27.14