

## **Canaan Town Library Trustees Meeting Minutes**

**April 20, 2015**

**Present: Denise Reitsma, Cindy Neily, Susan Remacle, Amy Thurber, Bob Reagan and Patricia Danielson**

- Minutes: March 16, 2015 minutes approved.
- The Trustees discussed with Ms. Danielson (a representative for the Friends of Canaan Library) the possibility of the Friends managing an Annual Fund. There was lively discussion around this; the Friends are interested in the prospect, and all agreed we will give this more thought. Denise will invite the Director of Development for the Howe Library of Hanover, NH to come and speak to a joint meeting of the Trustees and the Friends.
- Ms. Danielson was also at the Trustee meeting to discuss the addition of a hexagonal bench, to be gifted to the Town by the Friends group, which will be placed around a tree on the Library's front lawn. Mr. Reagan will bring this to the Selectmen for approval at their next meeting.
- Treasurer's Report:
  - We have received approximately \$900 in gifts in memory of Steven Therriault; we would like to consider an appropriate item to honor these gifts given in his memory.
  - Due to the upgrade of our computer system, the IT contract will be lower. We voted to use some of the unused funds to upgrade the memory capability on system.
  - The secretary asked where the financial paperwork is kept for the Trustees (was the secretary responsible for this?); the financial records are kept by the Town, for all items that are passed through the town line-item accounts. The Librarian keeps all others filed at the Library.
  - The first payment has been made to MTD for the new bookcases; this was inadvertently given directly to MTD; the Treasurer will reconcile the first payment so it shows in the Town accounting system. The bookcases are being built now.
- Librarian's Report:
  - The Humanities Council program "A Walk Back in Time: The Secret of Cellar Holes" will take place Tuesday, May 19 at 6:30pm.
  - Some of the concrete front steps to the library are cracking. The Town has received bids, and the bottom 5 steps will be completely redone.

- Hanover Strings will meet Amy at the Meetinghouse, once warm weather returns, to discuss the acoustics of the Meetinghouse and determine what we need to address the acoustic issues we are experiencing (it may not be the microphone).
- Other Business:
  - Collection Development Policy was voted on and approved.
  - Amy will incorporate input, and bring a final draft of the Circulation policy to our May meeting.
  - Amy will formulate and bring a draft of a solicitation and display policy to our May meeting.
  - For our May meeting, we will read existing Gift Policy documentation (ours and other libraries) and be ready to discuss a Gift policy for Canaan Town Library.
  - Friends Group policy discussion was tabled.
  - Our next meeting is May 18, 2015.

sar: 04.23.15