

Canaan Town Library Trustees Meeting Minutes

December 16, 2013

Present: Denise Reitsma, Cindy Neily, Susan Remacle, Valerie Fleisher, Kathleen Peters, Amy Thurber, Bob Reagan

- Minutes: November 18, 2013 minutes approved.
- Treasurer's Report:
 - Treasurer's Report will be emailed to us.
 - Valerie sent a letter to the Brundage Foundation with an explanation of the specific use of the funds they have donated, so that the use of the funds is clearly understood by both parties.
 - The Brundage Fdn. agreement was signed and one copy was sent to the lawyer's office.
 - Our librarian, Amy, and the town financial manager, Gloria, compared library budget expenditures, and everything looked in good order, no glaring discrepancies.
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- Librarian's Report:
 - The first edition of the eNewsletter has gone out, and subsequent editions will be sent the first week of each month. At this time, Amy is spearheading this effort (sent to 336 addresses). There is a sign-up sheet for this at our front desk and a link on our website to subscribe. *this will also be a good way to update our email list
 - The third annual library essay contest was wrapped up, prizes were awarded (prizes donated by a library patron) and participants all enjoyed the activity.
 - Amy discussed the digitization of town reports with our Town Clerk, Vickie, and Vickie thought the idea had merit, and would be helpful to the town officers. Amy going to research whether we could apply for funds under the state "Moose Plate Grant" award system.
 - Melissa Allen will host another story-time for children at our library the 1st Saturday in January (01/04/14).

- Other Business
 - Library Policy Overview: We are going to go through packet of policies given to us by Amy, and start discussing at our January meeting.
 - Library is going to change its hours. *Please see Library website for new hours.
 - Amy will write the annual Library report for the Canaan and Orange Town Reports.
 - Our next meeting will be January 20, 2014, 7pm at the Library.

sar: 01.07.14.