

Winchester Public Library Trustee Meeting

August 23, 2018 4:00 PM

Winchester Community Room

Present: Dick Smith, Bob Bridges, Nancy Johnson, Ruthann Sather, Barb Engstrom, Blaze Burton, Galen Brownwell. Absent: Betty Forster

1. Dick Smith called the meeting to order at 4:00.
2. The agenda was approved with the following change: Move web page decision/Emil Bertalot presentation to first item. Barb moved, Nancy 2nd, motion carried.
3. Emil presented his thoughts on what he could do for replacement of the library website. Items discussed were:
  - a. the use of WIX.com as the hosting service
  - b. it would be library owed with a yearly hosting cost
  - c. Emil would provide design and implementation
  - d. a mobile site is automatically provided for phone access
  - e. we would have to determine the URL address
  - f. Timeline for January implementation:
    - i. Questionnaire will be emailed to Nancy for distribution to all by 9/3
    - ii. feedback provided to Emil no later than 9/21 (feedback to include what should be on the site)
    - iii. Emil to get proposal back by 9/27 meeting.
    - iv. Plan to deliver a proposed website by end of November.
4. Bob moved, Ruthann 2nd to approve July meeting minutes.
5. Treasurer's Report:
  - a. Review or approve bills
  - b. Checkbook and P&L status: balance in checking account is \$25,593.98. There are outstanding bills that have to be presented to the town.
6. Director's Report and items:
  - a. Betty is at Librarian Boot Camp and had provided her usual report.
    - i. Attendance to programs has been a huge success this year! Victoria Huston, our last Northwood Book Festival author had 47 people attend. 25 people attended the History of Winchester discussion led by Ann Wilson. Many thanks to all who both gave presentations and attended all the programs throughout the summer.
    - ii. Betty and Blaze have started to plan maintenance items/book weeding for the slower times.
7. Investment of trustee funds: Nancy indicated that there are 2 CD options at Huntington Bank. Bob moved, Barb seconded to allocate \$10,000 to invest. Motion carried. Account signers (Bob, Dick & Betty) will plan to visit the bank and make the decision on details.

8. Public posting of meeting minutes. Discussed the difficulty of posting to the current website. This will be alleviated with the new design. In the meantime, the minutes will continue to be posted at the library.
9. Information on standing Open sign: Ruthann researched options for the OPEN sign as the current one cannot be seen clearly on very sunny days. She offered a 12' open flag or another easel/sandwich board like the one currently in use on Hwy W & Old O. No decision was made and she will talk further with Betty.
10. Budget: discussed the current process of expense reimbursement from the town and whether its possible to receive one lump sum at the beginning of the year, pay the bills and reconcile with the town. Galen will check into this. Also decided to meet on 9/12 at 1:00 to begin discussion about the 2019 budget. The meeting will be in the Community Room.
11. Trustee solicitation - where to place ads. No decision on actual ad placement was made other than a posting in the library. Betty has 2 candidates and each board member should bring candidates forward.
12. Correspondence or other items. None
13. September meeting date is 9/27.
14. Bob moved, Ruthann 2nd to adjourn the meeting at 5:30. Motion carried.