

Winchester Public Library Trustee Meeting Minutes

November 1, 2018 4:00 PM

Winchester Community Room

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

1. The meeting was called to order by Dick at 4:00.
2. Approval of agenda: the agenda was modified to include: an update from town on approval of new library trustee and the turnover of treasurer and secretary positions. Barb moved, Nancy seconded, motion carried to approve the agenda with those modifications.
3. Barb moved, Nancy seconded to approve the September meeting minutes. Motion carried
4. Treasurer's Report:
 - a. Review or approve bills - none presented
 - b. Discuss bill paying process: The goal of the discussion was to redo the current practice of the library paying all bills (except salaries) and then be reimbursed by the town. This was started because bills were being paid multiple times in the past. Beginning in 2019, the board will approve all bills in the monthly meeting to include the account name/number, amount and approval date. The treasurer will then submit to the town for payment. A process will need to be determined for AMAZON as these are paid through the library debit card. Nancy will follow-up with the town clerk about establishing this new process.
 - c. Checkbook and P&L status: Bob dropped off a current P&L status and noted that the checkbook balance is \$25,791.88 as of 10/31/18. Galen indicated that the town clerk mentioned there may be some outstanding bills as some accounts are showing no activity for the year. Nancy will check with Bob to make sure all bills have been submitted.
 - d. 2019 Budget: the town planned to meet the following night about finalizing the budget.
5. Director's Report and items:
 - a. Web Page Update: Blaze showed the board his progress on the website. It was discussed that he had 40 working hours left in the year and that this should be dedicated to completing this. Betty indicated she would ensure that he would be given this time. It was also mentioned that Blaze should look at what the other libraries are including on their websites.
 - b. Allocation of funds from NWLS: Betty obtained information from NWLS about how the charges are determined. It is a standard formula used by all systems across the state. The cost of service is determined by each library's circulation and collection size.
 - c. Delivery timing: the library currently receives 3 deliveries from NWLS. It was discussed if 2 would be sufficient. Betty will look into the difference in cost.

- d. Gale courses: NWLS has rolled out a new educational offering called GALE. It can be accessed via the library websites. Patrons can sign-up using their library cards.
 - e. Library service agreement signature - Dick signed.
6. Tablet for use by patrons - Nancy mentioned a conversation she had with a patron who asked about whether tablets were available to use. The library has 2 which can be used in the library only and not checked out.
 7. New trustee update: Galen mentioned that the town asked if the opening had been posted. It was agreed to post it on the Facebook page with a deadline of 11/15. Any and all candidates will be considered after that and finalized with the town.
 8. Secretary/Treasurer turnover: Nancy will assume the treasurer role from Bob when he leaves the board at the end of 2018. It was not discussed who will takeover her current role of secretary.
 9. Correspondence or other items: Dick mentioned that he met with the bank again about investing a portion of the checkbook funds. 2 rates are currently available: 14 month, 1.75% and 19 month, 2.47%. No final decision was made as to when to do this.
 10. Next meeting date: December 6, 4:00.
 11. Barb moved, Nancy seconded to adjourn the meeting at 5:16.