

## Newington LBOT Meeting Minutes 8/8/16

**Present:** Trustees Steve Bush (SB), Cathy Hazelton (CH), Jack O'Reilly (JO), LBOT Alternates David Turbide (DT) and Lee Lamson (LL) (left at 2:30), Library Director Lara Croft (LC),

Meeting called to order by Chair SB at 2:00

**Minutes:** Moved by CH and seconded by SB to accept the 13 June 2016 minutes. Accepted 4-0 JO not voting-was not at the meeting).

**Treasurer's Report:** accepted and on file in the library:

- Materials Maintenance is over. It was under budgeted-is an every other year need for replacement materials.
- Bottom line is OK
- Need to work on improving the efficiency of quarterly disbursements from the Town since any excess funds may not be known until too late after year's end.
- Started using printed (computer generated) vs handwritten checks.
- New Bookkeeper will attend the next meeting
- Will look at investing the trust fund interest received for a better return.

**Director's Report** (July and August on file in the library):

- To ensure accurate payments of invoices, requested a change to Financial Policy #8 from "*All library expenditures will be reviewed and approved by the LBOT Treasurer*" to "*... reviewed and approved by the Library Director, by initialing, and LBOT Treasurer*". Moved by JO and seconded by CH to implement the requested change. Approved 5-0.
- Discussed strategy for handling future pay raises.
- Continuing to rotate displaying artists monthly
- Kids Room and parking lot repainting completed. New "handyman" has started and found and documented some construction deficiencies. LC will notify the building contractor.
- Looking at how to best advertise programs
- Summer reading program went very well
- Patron visits, room use and circulation are higher. Room usage is already at 96% of all of 2015, circulation is 100 more per month and program attendance is already at 87% of 2015 and 91% of 2014
- Staff now has nametags
- Need to be sure LC is notified of alarm company calls. Will get her added to their call list. Discussed setting up a routine maintenance checklist. JO will work with LC on it.
- Discussed outdoor movie attendance (can vary a lot) and what to do in the future.

Meeting was recessed from 3:00 to 3:20

**Next meeting:** Sept 12, 2016 at 2 PM

**Adjournment:** At 3:43, moved by JO, seconded by DT to adjourn. Approved 4-0.

Respectfully Submitted: Jack O'Reilly



ACCEPTED