

## Langdon Library Board of Trustees Meeting Minutes October 11, 2018

**Present:** Trustees Jack O'Reilly (JO); David Turbide (DT), Peter Welch (PW); Library Director Lara Croft Berry

Meeting called to order by JO at 1:00 PM

**Minutes:** Moved by JO, seconded by DT to accept September 10 public minutes. Accepted 3-0

**Treasurer's Report:** Reported by LCB in Lillian's absence. Overall spending is in line with expectations at this point in the year. LCB is carefully watching all spending in anticipation of the arrival of the final bills for the lighting project. We're fine but are being careful not to overrun the budget in the last quarter of the year.

**Director's Report:** The library continues to operate smoothly. The numbers for September are down a bit from 2017s record numbers but still strong.

- Amanda is settling in as the newest employee, learning her tasks and assimilating into the small town library environment. LCB is identifying several new temps that will be needed to cover for sick days, doctor appointments and the like.
- Theresa is doing well taking responsibility for the Interlibrary Loans.
- The school has been notified of the termination of the half-day programs, and they responded graciously.
- On-going programs like Tech Talks, Caregivers' Café, Story Hour, Book Club, etc. continue.

**Parking Lot:** There is a HDC committee meeting coming up shortly and we hope for a positive indication from them regarding the needed parking lot extension. With HDC cooperation, we will prepare a warrant article for the town to support the engineering work in 2019. On successful completion, we will be able to craft a warrant article to get the work done in 2020.

**Policies:** No update at this time. The next reviews are not due until Spring of 2019.

**Building Maintenance:** Walkway Lighting: The bases and poles are in. Lights and parts are here awaiting installation.

**Non-Public:** No non-public meeting this month.

**New Business:** The library has received a recommendation from the town, based on a recent audit, that we report detailed payroll records (time sheets) and have the town double-check them before entry into the payroll system. We currently report only summarized totals. After considerable discussion, the trustees decided to take no action at this time. The board is comfortable that sufficient controls are in place and the additional reporting places an unnecessary burden on the director and staff.

**Board meeting adjourned** - moved by JO seconded by PW, passed 3-0 at 2:02 PM

**Next Meeting:** November 8, 2018 @ 1:00PM

**Respectfully Submitted:** David A Turbide, board secretary