

DRAFT
Newfield Public Library Trustee Meeting Minutes
April 21, 2009

Meeting called to order at 6:36pm by President Mike Allinger. Present were Library Director, Tina Winstead and trustees: Karin Eisenberg, Debi Brown, J.T. Tompkins, and Jill Henery (arrived 6:50pm). Also present were Meredith Aidun, prospective trustee and secretary, Marge Strosnider.

Minutes: Two minor corrections were made to the March 10, 2009 minutes.

Karin made a motion to accept the minutes of the March 10, 2009 meeting, as amended, with Debi seconding. All voted in favor. (Jill not present for vote.)

Meredith Aidun was introduced and gave brief overview of her interest in becoming a trustee.

Director's Report: Tina reviewed report (see attached) with regard to funding for several projects for the library.

Motion #1: Jill moved that rollover funds be used to pay our share of the Gates matching funds grant, which amounts to \$2600; and ,

Motion #2: that the budget be amended to read that rollover funds be used to cover the \$3000.00 deficit for the 2009 budget, so it is now balanced. Tina seconded both motion #1 and #2 and the motion was unanimously approved.

Motion #3: J.T. moved that funds be allocated from the rollover funds, for the purchase of room darkening blinds for both upstairs and downstairs of the library, including valances for the arched windows upstairs at a cost of up to \$5000. The motion was seconded by Debi and all voted in favor.

Air conditioning - Tina has received two totally different estimates for repair/replacement of the air conditioning system for the library. Matter is deferred until a third estimate and also a time line for installation is received.

Motion #4: by Jill to purchase furnishings for the teen/youth section of the library not to exceed \$2500 with the funds to come from rollover monies. Debi seconded the motion and all voted in favor.

Technology: Tina requested funds for purchase of software.

Motion #5: made by Karin for the purchase of 'Dreamweaver, Indesign, and Photoshop Elements' software programs. Motion was seconded by Debi and the vote was unanimous.

Final updates of the Personnel Policy and Use of the Library Policy were reviewed by Tina.

Motion #6: made by Debi and seconded by J.T. that the Personnel Policy be accepted as written. The vote was unanimous in approval.

Motion #7: made by J.T. and seconded by Jill that the Policy for the use of the library be accepted as written. All voted in favor.

Treasurer's Report: Karin gave brief review of quarterly financial reports, adopted budget report, the report of CD investment summary and the report of donations and fundraisers, suggesting that trustees study and understand them.

Motion #8: made by J.T. to approve the payment of bills by Karin, seconded by Debi and approved by all.

Archives Alive: Reported last month, deferred until May meeting.

New Business:

Karin reported that Jerry Mickelson plans to attend the May meeting to review the information from the annual financial review.

Committee Reports:

5-Year Plan Review:

Goal 1: Debi and Cathy-many new ideas presented. To finalize for next meeting.

Goal 2: Jill and J.T. - brief review and clarifications, to finalize next month.

Goal 3: Tina and Mike-to also present final report next month.

Tina would like for trustees to discuss Goal #7 - Development of Volunteer group, at next meeting.

Correspondence: state funding report received-no huge changes, still not final

May meeting set for May 12, 2009 at 6:30pm

Motion to adjourn the meeting by Debi at 8:53pm. Jill seconded and all were in agreement.

Respectfully submitted,
Marge Strosnider, secretary