

DRAFT

NPL TRUSTEE MEETING MINUTES

November 25, 2008

The meeting was called to order by President, Mike Allinger at 6:34pm with the following trustees present: Dan Frank, Debi Brown, Tina Winstead, Karin Eisenberg, and Cathy Shipos. Also present were: Vicky Romanoff, Jim Eisenberg, Linda Poppleton, Debbie Weeks, and the secretary, Marge Strosnider.

Report on the State of the Building: Vicky Romanoff gave a thorough review and summary of her written report (attached) addressing masonry problems, external windows and hoods coloring, a more 'period' entrance door, energy efficient blinds, extended roof drip edge, a final breathable wash coat over the brick to protect it, and other issues. She also suggested the following: Recommendation of two reputable masonry experts to do repairs, and an ongoing building committee with written notes of the meetings to keep progress consistent for the next building committee.

Minutes from the October 28, 2008 meeting were reviewed.

Karin made a motion to accept the minutes as read and Cathy seconded the motion. The motion was passed with Dan abstaining.

Approval of Purchase of Software: Tina

Cathy moved that the NPL purchase software from Techsoup. Deb seconded the motion which passed with the vote.

Director's Report: Tina (see report)

Discussion re: pull-out drawer for desk for calendar and other use; promotional ideas for programs...decision to wait until after holidays to offer again or use promotional incentives. Greentree-Giving tree - December 9th to coincide with Village Christmas Caroling.

Treasurer's Report: Karin

-Karin thanked Cathy and Ken Shipos for the donation and installation of shelves in bathroom. -Bake Sale Proceeds: \$359.00

-CD- 12 month \$28,000 Reserve Fund CD matures 12/12. TSB suggests laddering CD (split into 3 CDs with different maturity dates.) These funds not presently needed for building repairs.

Motion made by Cathy to split the \$28,000 DC into 3 laddering CDs with 6 months, 12 months and 18 month maturity dates. Debi seconded the motion and all voted in agreement. (Dan not present for this vote-left at 7:35pm).

-Excelsior Systems repaired 'soft spot' on addition roof and JM Contracting repositioned gutters between addition and original building to drain water better at no charge.

-United Way Community Council Grant - Proposal written by Jean and Sherry for 3 programs at total cost of \$605.00. Council awarded \$200 toward a \$325.00 mobile planetarium program. No date yet--need to coordinate with Science Center. Follow up report to UW is needed. If not able to do program, money is returned to the UW. Mike to contact Jean re: who will be in charge of this event.

Archives Alive - Tina for Reid

Meeting on 12/2 for committee representatives of NPL trustees, Historical Society, and Library to plan future direction of the committee.

Cat's Meow: Tina reports 4 have been sold. Discussion of promotional advertising--Craft Fair on Dec. 6th, posters at local businesses, flyer at TSB, possibly Stella's. To hold off on other large scale promotion for the time being.

December Maintenance: Debi and Cathy reported only exterior lighting and ladder top repair.

December Programming: Mike

-Movie Night: December 29th at the library, 6:30pm. Tina to work on movie.

-Giving Tree - tags due 12/11/08. Tina to monitor.

Library Positions: Mike

-Discussed job description and title for Assistant position. Tina to develop general description and distribute to trustees. Vote for establishment of position will be in January.

Communications: Mike

Reception for artists and volunteers went very well; enjoyed by all

Resignation of Trustee: Mike

- Mike suggested waiting until January to fill the trustee position when other trustee positions are decided. Terms of Dan and Jean end December 2008.

- Discussed Annual Meeting - to publicize election on agenda for December meeting.

Motion to adjourn the meeting by Debi with Cathy seconding the motion. Meeting adjourned at 8:55pm.

Respectfully submitted,
Marge Strosnider, secretary