

Leach Pubic Library Board of Trustees Meeting  
Tuesday, December 10, 2019

Attending were: Phillis Mosher, Laurie Green-Holland, Molly Veysey, Margie Morley, Judith Jackson, and Robin Kay

The meeting was called to order at 10:30 AM.

- Additions and deletions:
  - The keeping of \$200 petty cash was discussed. Some board members remember it being okayed in the past – Robin will discuss further with Town Clerk/treasurer and Glenna Pound, CPA for the town, for clarification and have written procedures for library records
  - Laura Keenan from the state library board would like the Irasburg library to host the March meeting. Laurie (Green-Holland) will invite Laura to our January meeting (back-up ... February meeting) to discuss what hosting a meeting looks like ... and to learn more about the state library board
- Consent agenda
  - Minutes signed
- Public comment: nothing
- 2019 Gingerbread Open House
  - Wonderful music from Sarah and Brent Kinsley ... and Cora Veysey
  - Proceeds from auction - \$457 (minus \$126 expenses)
  - Laurie reported which auction items received the most tickets
- Municipal Planning Grant
  - Did not receive this grant; will reapply next year
  - Will apply for others in the meantime
  - Molly and Judy will look into the Cultural facilities grant ... rolling deadline from 12/13 with final deadline being 4/1/2020

- Enrichment Program
  - First semester classes are wrapping up this week
  - Second semester class descriptions brochures going home via school
  - Sign up for second semester due by 12/20 ... this info will be put on the Town marquee on the common
  
- Planning for the long-term future
  - Laurie will write up a “job description” for Library Director
    - Robin suggested using a monthly activity format
  - Laurie will get in touch with Kristin Urie from the Albany library re their job description
  
- Budget Request for 2020
  - Reviewed current budgeted amounts
  - Will request some amounts shown on the printout to be itemized
    - e.g., books, repairs and maintenance
  - Discussion and agreement that Collette Houle, librarian, is overdue for a pay increase ...
    - will ask for increase of hourly rate to \$12
  - Molly and Judy will attend the Select Board meeting on Wednesday, December 11
  
- Review and Approve Expense Report
  - Some clarification re the use of petty cash and reimbursement
  - Report approved and signed
  
- Next meeting date
  - Tuesday, January 14, 2020 at 10:30 AM
  
- The meeting ended at 12:00 PM.

Submitted by Robin Kay