

**Julia L. Butterfield Memorial Library
Monthly Board Meeting
Wednesday, April 16, 2014 - 7 pm**

Minutes

- A. In Attendance:** Judy Meyer, Gillian Thorpe, Mike LaRocco, Pam Markano , Dennis Gagnon and Kara Bickham
- B. Acceptance of Minutes:** Mike made a motion to accept the minutes from the March 19th meeting; seconded by Dennis and the motion carried.
- C. Financials:**
- a. Acceptance of Warrants/Checks (vote required): Kara made a motion to accept the warrants; seconded by Dennis; the motion carried.
 - b. Deposit Summary-
 - c. Treasurer Comments if any on:
 - i. Review of Balance Sheet Standard:
 - ii. Profit & Loss Previous Year Comparison
 - 1. Bridge loan was transferred back to Wells Fargo
 - 2. Putnam county funding will be arriving in the next month.
- D. Director's Report –**
- a. Monthly Activities
 - i. Gillian met with the new director at Desmond Fish Library, Jen McCreery. Desmond Fish to
 - b. Facility and Space
 - i. HVAC Unit—
 - 1. The unit is 14 years old and should be replaced.
 - 2. Gillian asked if the facilities committee can put this on their agenda.
 - ii. Lawn Care
 - 1. Gillian is getting 3 bids for lawn care from 3 local businesses.
 - 2. Bids are due April 18th.
 - c. Staff
 - i. Staff meeting held 3/19
 - ii. Permanent sub Sakura will be moving in June.
- E. Committee Reports**
- a. Facilities Committee –Dennis
 - 1. Facilities committee did not meet this month.
 - 2. Dennis to set up date for next meeting
 - 3. Broken window in children's library
 - a. Mike suggested considering glass bricks
 - i. High R-value
 - ii. Allows in light but not view
- b. Policy Committee: Pam
 - i. Patron Code of Conduct
 - 1. There was discussion about the minimum age a child can be left alone at the library and at what measures should be taken if a young child is left unsupervised.
 - 2. Gillian will contact Robert Schofield about what the law is in New York.

- c. Friends Liaison – Gillian
 - i. Group met on 4/7
 - ii. Wine Event—
 - 1. April 27th, Sunday 3-5pm \$20 per person
 - iii. Membership appeal –So far over \$3500 has been contributed

F. Old Business

- a. Board Workshop Date
 - i. May 17 8am
 - ii. To discuss future funding for the library

G. New Business

H. Correspondence

I. Period for Public Expression

J. Adjournment: Meeting was adjourned at 8:00