

**Olive G. Pettis Library, Goshen, NH**  
**Minutes of Trustees Meeting**  
**December 18, 2012**  
**ADOPTED**

**1. Roll call and approval of agenda**

All present: Mary Wirkkala, Chairperson; Don Bailey, Vice-Chairperson; Steve Belden, Treasurer; Jonathan Purick, Trustee; Bea Jillette, Alternate Trustee; Lilyan Wright, Alternate Trustee; Bonnie Belden, Secretary; Cynthia Phillips, Librarian

The meeting was called to order at 6:35 p.m. by Mary Wirkkala. The agenda was accepted.

**BUSINESS:**

**2. Review minutes of November 20, 2012:** There were no changes. Minutes were adopted.

**3. Correspondence:** Bea will send thank you notes to Russell Lamson, who played Santa, Fred Drend, who drove the fire truck, and Tracy Bevilacqua, who organized the cookie walk, for their participation in the holiday program.

**4. Treasurer's report:** The current balance in the main account is 4405.69. We will have one more allocation check from the town. The miscellaneous account remains the same at \$3516.78. The treasurer's report was accepted. This report was later amended to reflect a recent deposit of \$820, making the balance in the miscellaneous funds \$4336.78.

Steve then presented a breakdown of all of the expenses that we will have spent through the end of December. Indications are that we will not have enough funds to meet all obligations through the end of March. This is needed because the first check from the town is issued in April.

Each line item was gone through to review expenditures in that line in preparation for determining next year's projected operating costs. In particular, the technology line was examined carefully due to the rising cost in that line. The value of the Magee contract on the copy machine was examined and determined to be cost-efficient. The cost of the new Fast Roads high speed internet is not known. Mary will ask Cindy Rouillard about the future cost of this.

To meet financial responsibilities for the remaining of our fiscal year (until April 1), it was suggested that we ask Friends of the Library (FoL) to make a contribution to our programs line. We will also enquire of Jessica Dennis as to how much we have available in our Trust Funds so that we can apply this to our outstanding expenses. Don moved to ask the FoL for a donation of \$850 toward program expenses. Jonathan seconded. The motion passed. Cyndi will check with Jessica about the amount of trust funds available.

**5. Prepare final budget for 2013:** Steve, Jonathan and Bonnie presented the budget that they had worked on. Several changes were suggested. The budget was finalized at \$24,386.00 to be raised by the town. Bonnie moved and Don seconded that this budget be sent to Cindy Rouillard to forward to the Budget Committee. The motion passed.

**6. Report on activities completed or in progress:**

- a. Holiday event on December 8: Twenty-two children visited with Santa Claus. Games were played and a story was read to the children. The Cookie Walk raised \$135. The raffle raised \$135.00. Bea wrote up a summary of planning the event for future reference.
- b. Purchase of Kindles for the library: Two Kindles were purchased for the library, along with cases so that they can be borrowed. The total cost of the two Kindles, two cases and

warranty plan was \$165.00. These were purchased with miscellaneous funds which were donated for technology in memory of Art Jillette.

- c. Installation of Fast Roads fiber optic cable: Mary will check with Cindy Rouillard about the timeline for this and the cost to the library.
- d. Other activities: The scholarship is being prepared to present to Aaron Berube.

**7. Discuss future activities:**

- a. Humanities Program on Chinook Dogs with Bob Cottrell: This program will be held on Saturday, January 26 at 3:00. Bea will do posters. Other preparations will be finalized at the January 15 meeting.
- b. Consideration of USDA Community Facilities Grant application: Mary handed out background for the application for us to consider. Don noted that this grant has much paperwork involved. It requires matching funds and will pay up to 35% of a project.
- c. Preparation of calendar of activities for 2013: Bea has done this and we will discuss it next time.
- d. Other: The deadline for the Town Report is January 8. Mary will prepare a trustee report and Steve will prepare the financial summary.
- e. Mary informed us that she will not run for re-election as a trustee in March.

**8. Librarian's report:**

- ❖ Cyndi received from TEI Landmark Audio 25 free audiobooks.
- ❖ Alan Howe has donated a flatbed scanner for use by the library or a local family.
- ❖ The library will close on the following days for Christmas and New Year's: Dec. 22, Dec. 26, and Dec. 29.

**9. Other business:** Changes to Operational Policies will be discussed at our January meeting.

**9. Adjournment:** The meeting adjourned at 10:00 p.m. The next meeting will be on January 15, 2013 at 6:30.

Respectfully submitted,

Bonnie Belden  
Secretary