

Sanbornton Public Library  
Board of Trustees Minutes  
November 20, 2018

Present: Marcia Haigh, David Adams, Paula Grassie, Carol Raymond and Jim Dick  
David called the meeting to order at 6:00 pm.

**Secretary's Report**

Motion to accept October 16, 2018 report: D Adams/C Raymond, passed.

**Treasurer's Report**

Balance of \$65,673.11 as read by Marcia.

Motion to accept the Treasurer's Report: C Raymond/P Grassie, passed.

**Building Report**

Marcia reported that a window sill and clap boards needed repair and stabilization to prevent further damage. The cost was \$816.74. This cost included a discount from the contractor and was paid out of the building fund. Motion to accept the invoice: J Dick/D Adams, passed.

David is looking into historical sash replacement costs. Marcia will discuss air exchange options and discussion about planning for sash and window improvements.

While assessing the damaged sash, it was necessary to move supplies and instruments used by Moulton's band. The trustees have directed Marcia to have the band's equipment be cleaned up and organized for better access and air flow in the storage area. This will take place when the director of the band returns.

**Director's Report**

Matching funds are being researched for the donation of \$450.00 from Janet Streifer. These funds will benefit the children's book selection and/or programs.

Discussion was held on a date that the trustees could attend the Select Board meeting to discuss the budget request. Most members are available for December 5<sup>th</sup> meeting. The trustees will meet at 4 pm that day. Jim Dick will post that meeting.

Marcia reported on the matching funds available for the art restoration project. The Trustees have been making donations, too.

**Upcoming Events**

Sign-Ups are available to help with the Christmas book sale on December 1 and the Trustee's Holiday Open House on Saturday, December 15. Refreshments will be needed for the Open House.

**Old Business**

The Personnel Policy Review has been reviewed and updated. Motion to accept this policy: C Raymond/P Grassie. Employees will be asked to sign that they have seen a copy. It was also suggested that this policy be looked at every three years and amendments added if needed.

**New Business**

The holiday schedule for the library was discussed. The library will be closed Monday as usual and Tuesday for Christmas Day.

Meeting was adjourned at 8:10 pm.