

**Meeting Minutes, Board of Trustees
Edith B. Ford Memorial Library**

Meeting date: November 17, 2011

A regular meeting of the trustees of the Edith B. Ford Memorial Library was held at the library.

Present: Ashley Bullivant, Jean Currie, Judy Dresser, Sally Eller, Kathryn Fischer, Barb Gerlach, David Griffith, Mark Jauquet (by Skype), Sally Limoncelli, Honorine Rock, Shannon O'Connor.

Guest: Kevin Mannella

Call to Order:

Sally Eller called the meeting to order at 5:30 p.m. A quorum was present.

Motion: Moved by Sally Limoncelli to approve the agenda. Motion carried.

Reports:

TREASURER – Mark Jauquet reported the numbers of association members has gone up; the budget estimate for electricity and fuel worked out well this time; there should be a budget surplus of \$8,000 if you assume rollover.

Motion: Moved by Jean Currie to approve expenses and pay outstanding bills. Motion carried.

Motion: Moved by David Griffith to go into Executive Session. Motion carried.

Motion: Moved by Judy Dresser to go back to Regular Session. Motion carried

Motion: Moved by Jean Currie to make the following salary adjustments:
Shannon O'Connor's salary to be \$28,400 and Ksana Dragovich's salary to be \$13.05/hr (40 hour week). Barbara Gerlach seconded motion. Motion carried.

DIRECTOR – Shannon O'Connor reported (attached).

Shannon O'Connor reported that \$72 was taken from the bank bag in the file cabinet. From now on the cabinet will be locked at all times, and the bag will be moved to different folders.

COMMITTEE REPORTS

1. Buildings/Grounds/Equipment – David Griffith said that Tom, who did the plowing last year, will charge the same price of \$35/hr per plow this year. It was agreed to hire him.
2. Executive/Board Development – None
3. Finance – Mark Jauquet will be taking over the accounting responsibilities except for payroll. He has looked into using Intuit for payroll--they offer direct deposit, and

will charge \$43/month. Jean Currie indicated that medical/dental insurance will be going up a bit, so Mark will re-figure and a vote will be taken at the December meeting.

4. Marketing/Fundraising – Judy Dresser reviewed plans for coverage of a table at Barnes and Noble on Saturday, December 3, 2011. Volunteers will cover the table from 9 am to 7 pm. The library will receive 12% of all sales that day if customers wear our stickers or mention our name at the checkout register. Sally Eller will email this information to association members and active patrons.
5. Personnel - Barbara Gerlach said the employee handbook is almost done.
Motion: Moved by Kathryn Fischer to approve the proposed revision of leave-holidays dated 11/17/11. Motion carried.
6. Ad Hoc Committee 50th Anniversary – This committee will meet soon to discuss activities.

ANNOUNCEMENTS/CORRESPONDENCE

The Association Reception will be held immediately following this meeting.

UNFINISHED BUSINESS

Library closings for 2012 are as follows:

NEW BUSINESS

1. The Nominating Committee meet recently to discuss Board officers for 2012.

PERIOD FOR PUBLIC EXPRESSION

None

The meeting was adjourned at 6:35 p.m. The Annual Meeting will be held on January 19, 2012. Unless otherwise noted, “motion carried” signifies a unanimous vote.