**Townshend Public Library**

**Board of Trustees**

**Minutes of Meeting April 10, 2019**

Present are Maggie Bills, Pat Lassoff, Judy Slowik, Marilee Attley, and Karen LaRue. Meeting called to order at 5:30.

**Additions/Changes to agenda:**  None

**Minutes:** It was moved, seconded and approved to accept the minutes of the March 13, 2019 meeting.

**Correspondence:** None

**Members of the Public:**  None

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**Librarian’s Report:** Karen has noticed an increase in people who might need social services and is trying to get a list of resources. After school STEM program hit a few snags, so it’s on hold for now.

**Pay Reports:**  It is moved, seconded and approved to pay Town Order dated 4/10/2019 in the amount of $402.19 and Trustee Order dated 4/10/2019 in the amount of $3,806.32, which includes reimbursement to town. Petty cash deposit $70.20. Correction due to addition error: Trustee pay order from last month correct total $1008.56.

**Treasurer’s Report:** Peoples money market is up $339.80. Key Bank account is up by $983.71.

**Oil:** We have a credit from Cota & Cota of $813.02

**Corresponding secretary:** Judy has sent 4 thank yous so far.

**Website visit statistics:** There were 1241 unique individuals visiting the site, 2530 site visits for the year, 3936 page views, 80% were from desktops, 68% were Windows users, about 18% Apple. We will survey patrons to see if they would be interested in having Apple computers in the library.

**Policy review:** Section D in Townshend Public Library Policy Statement (Meeting room policy): It is moved, seconded and approved to insert after “non-library hours.” *Library resources are not to be used during non-library hours and attendees should remain with the meeting*.

**Friends Update**: Looking into selling food at the Welcome Center this summer.

**Tax documents:**  We received a letter about filing taxes. Pat will ask at Town Hall about this.

**GE Grant:** They want to give us money ($250 annually) but are requesting proof of tax-exempt status. 503C was not sufficient for them so Karen contacted the IRS. She has received a letter back. She will continue to pursue it as she sees fit.

**Interlibrary loan:** Karen showed another library’s bookmark and say “Can you help with postage?”

We think it would be fine to use something similar.

Next meeting May 8 at 5:30.

 --Respectfully submitted by Marilee Attley