**Townshend Public Library**

**Board of Trustees**

**Minutes of Meeting April 12, 2017**

Present are Marge Holt, Maggie Bills, Ann Allbee, Marilee Attley, and Karen LaRue. We welcome Pat Lassoff, who has been appointed by the selectman to fill board seat.

**Agenda:** No change.

**Minutes:** It was moved, seconded and approved to accept minutes of 3/8/2017 meeting.

**Correspondence:** None.

**Members of the Public:**  Kathy Hege, selectboard chair, and Craig Hunt, administrative assistant, are here to talk about library accounting. To avoid future confusion, they are recommending all library donations should be put directly into trustees’ money market and not into the general fund. Kathy recommends that we include a deposit slip with fundraising money so that amount is deposited directly into money market account. Maggie will look into whether we can deposit funds directly.

We have raised $17,380.07 so far this year. We will get a check from the general fund for that amount to be put in the library money market account. Maggie will go to town hall to follow up on this. Then Trustee year-to-date expenses will be reimbursed to town from money market fund.

The town treasurer is the only one authorized to take reimbursements. The bookkeeper will keep a copy of all money market deposits and withdrawals and we will do so as well.

We have not been receiving copies of the monthly money market statements. It turns out that as of Aug 2015, our money market account has been considered dormant and a $1 monthly charge has been assessed. Craig says that has been straightened out. He says he will make sure we get copies of the bank statements. Most recent money market balance is $20,744.25.

Town insurer, VLTC, has said that worker’s compensation certificates are required for anyone who makes $600 or more from the library. Every employee must fill out non-employee work agreement and library hold-harmless agreement or the town will be penalized.

Town would like to know about any library grant applications in the works. Kathy would like a screen shot of any online applications. All grant applications should be kept in a Library Grant file by town clerk.

It is moved, seconded and approved to not take a letter to the select board regarding our bookkeeping concerns.

**Librarian’s Report:**  Wayne Beattie says railing is “kinda done” and it will be installed by the end of the month.

**Pay Reports:** It is moved, seconded and approved to pay Trustees Order dated 4/12/17 in the amount of $1189.53 and Town Order dated 4/12/17 in the amount of $538.93. Petty cash to be deposited for $34.89.

**Friends of the Library:** Book sale set for October.

**Maintenance:**  Repainting needed, especially on south side. Karen will get an estimate from Deb Sherman. Marge will ask Newfane Painters. Other projects include dirt for curbing and repairs to parking lot.

**Library news:** Library World gathering was in Norwich on 4/7/17. Department of Libraries down five positions. They are currently reorganizing. Youth services librarian has been hired and will start in May. Interlibrary loan software will be changing to allow patrons direct access. Library catalog systems must be Z3950 compliant to make this work. DOL will help with funding to migrate to a compliant system, such as AutoGraphics. Deadline for application is end of the fiscal year.

**Plumbing:**  Jeff Russ is coming to fix broken toilet tomorrow.

Next meeting set for May 10 at 5:30.