**Townshend Library**

**Board of Trustees**

**Minutes of Meeting Dec. 9, 2015**

Present were Marge Holt, Marilee Attley, Maggie Bills, Ann Allbee, and Karen LaRue.

**Agenda Changes:** None

**Minutes:** It was moved, seconded, and approved to accept the minutes of the Nov. 11, 2015.

**Correspondence:**  Dept. of Libraries wants documentation of governance of public libraries. Due Feb. 15.

**Treasurer’s Report:** Key Bank letter says Barbara Bedortha’s name still on Personal Responsible Individual list. Marge will look into changing. Key Investment Account as of Oct. was $74,699. As of November, it was $74,926.

**Newsletter:** Newsletter cost $118 to mail. Fund drive has brought in $7440. Friends of the Library gave $1200.

**Librarian’s Report:** Gingerbread turnout was 50 people. Karen used Mary Moberly’s donation to purchase monogrammed balloons, which are big hit.

**Pay Reports:** Green Mountain Power was paid $483.97 for last month although it wasn’t on the pay order. This makes recordkeeping difficult. It is moved, seconded and approved to pay Town Order dated 12/9/2015 in the amount of $414.53, which includes 11/30 Green Mountain Power bill of $104.70, and Trustee Order dated 12/9/2015 in the amount of $1,086.17. Petty Cash deposit was $64.36.

**Magazine rack removal:** Thanks to Holts for taking away.

**Budget:** We are leaving in the $3000 for electricity. Total budget up $4000.

**Town Report Letters:** Due Dec. 15.

**Gifts:** Ann will arrange gifts to employees and volunteers.

**Vermont Reads:** Next deadline is June. MA will complete application as soon as possible using Friends, Book Club, and Leland and Gray Library as community collaborators.

**Standards Report:**  Karen has completed this year’s report. We have 655 active patrons.

**Wi-Fi issues:** Karen is investigating. Switch, modem, and router have all been checked or replaced.

**Improvements:** There is $1282.00 left in encumbered funds. It is moved, seconded and approved to use the remainder to remove heating unit in reading room.

e go into executive session Next meeting scheduled for Jan 13.