**Townshend Library**

**Board of Trustees**

**Minutes of Meeting Sept. 12, 2018**

Present are Marge Holt, Maggie Bills, Marilee Attley, Pat Lasoff, Ann Allbee and Karen LaRue. Meeting called to order at 5:40.

**Additions/Changes:** Back parking lot under New Business

**Minutes:** It is moved, seconded and approved to accept the minutes of the Aug. 8, 2018 meeting.

**Correspondence:** None

**Members of the Public:** None

**Librarian’s Report:** Storyhour begins Sept. 21. They will come every first and third Friday. Knit/crochet nights are Oct. 3, Nov. 7, Dec. 5. Afterschool program is in the works to begin in November. Ken Hoffmann will paint the book drop box. Erica Walch is the new librarian in Newfane. Windham County Librarian meeting was held at Newfane Sept. 6. Laura from DOL was there. Disaster preparedness was discussed, including the possibility of hosting a threat assessment by a former FBI staffer.

**Treasurer’s Report:** None.

**Pay Reports:** It is moved, seconded and approved to pay Town Order Dated 9/12/2018 in the amount of $443.00 and Trustee Order Dated 8/12/2018 in the amount of $1,274.58. Petty Cash deposit is $54.23.

**Disaster Planning:** In case of fire: We have alarms, extinguisher, signs. At first hint of fire, immediately call 911. Any unattended children should be taken across the street to town hall. Town Hall said we could have a key. Karen can access phone numbers from a remote location, if needed.

**Painting:** Marilee painted around hours sign and patched holes.

**Friends Update:** Meeting Sept. 26 regarding Oct. book sale.

**Landscaping:** Ken H. says filling front with plants wouldn’t work.

**Document Retention:** Hard to get information on how long to keep paperwork.

**Back Parking Lot:** Lot is so rutted that some people can’t come in that way. Pat talked to Craig at town hall who said to talk to road crew chief Kurt Bostrom about redoing it. Marge and Pat will talk to K.

**New Business:** Karen will call The Chosen Wan computer guy.

**Newsletter:** We will bring ideas for next meeting.

Next meeting October 10 at 5:30.

Respectfully submitted by Marilee Attley ow