

MINUTES OF BOARD MEETING

May 17, 2012, in the Library Conference Room, Chairwoman Piche presiding.

ATTENDANCE:

Trustees: Fish, Griffin, Longbottom, Small, Webster

Excused: Duprey, Morrison, Widrick

Staff: Miller

Guest: Brian Kidwell

1. **Call to order:** Meeting was called to order at 4:02 p.m.
2. **Public Comments:** None
3. **Disposition of Minutes of Previous Meeting:** *Griffin (Webster) moved to accept the minutes of the April meeting. Unanimously approved.*
4. **Auditor's Report:** Report was presented by Derek Van House of Pinto, Mucenski, Hooper, Van House & Co. He explained that he will be working with JoEllen Murray on a simple reconciliation process to help streamline the unique way in which we receive our money through the city and North Country Library System, leaving less work for the end of the year. Piche thanked Van House, Miller and Murray for their work and said it was comforting to know everything is satisfactory. *Fish (Griffin) moved to accept the Auditor's Report for 2010. Unanimously approved.*
5. **Investment Report:** Report was presented by Robert Hennes of Hugh Johnson Advisors. Hennes reported that our investments were doing well, but by looking at the economy, his company is likely to be moving to a more defensive position with the investments.
6. **Statistical Report & Financial Report:** Reports were presented. Small suggested that we see a three-month summary so we can see trends, not just comparing one month to the same month the previous year. Forwarding of the test results from Civil Service for the Children's Librarian position could be coming soon. *Fish (Small) moved to approve April expenditures. Unanimously approved.*
7. **Director's Report:** Report was presented.
 - a. **Building update:** Repointing of chimney and painting of the new roof should be finished by June 1st. We are on track for reimbursement.
 - b. **Staff meeting:** Staff met May 16 to talk about the strategic plan, building dreams and the technology plan. Miller will be ready to discuss changes to the technology plan at the next meeting. Next step for development of the building plan will be a walk-through with the architect.

- c. **Summer Kids Program:** Volunteer Donna Barr will coordinate a Summer Kids Program from August 15-27 on Mondays, Wednesdays and Fridays. Miller encouraged board members to volunteer to read during the program. Miller will ask the City if we are allowed to use some of the money that has been budgeted for the vacant Children's Librarian position to pay for speakers or presenters. Or possibly ask the Friends of OPL to pay. Two suggestions for speakers were Kevin McClure of Norwood who has a program on the stars and planets and Lori Floren who has a new book out. Griffin will check with the Presbyterian Church on the free lunch schedule in case we want to send the kids there. We may want to look into working with the Kid's Place on programs. Also, might want to see about getting the summer recreation kids to come to the library. Miller will check with Matt Curatolo on that.
 - d. **Staff:** We carried over \$6,000 in the fund balance from 2011 into 2012 because Wayne purposely under spent to compensate for the perennial deficit in health insurance costs. Each of the past three years we have been apportioned an overage by the City after the end of the fiscal year. We have kept our expenses as low as possible to avoid the problem of having to cover those extra health costs in some other way after the end of the budget year. It would be helpful if the City treated the Library the way it treats other department in this regard, i.e. consider library workers like other city workers when there's an overage in health costs and have the City pay those from its contingency fund.
8. **President's Report:** Asked for committee reports.
9. **Committee Reports:**
- a. **Buildings and Grounds:** No report.
 - b. **Policy/Personnel:** No report.
 - c. **Finance:** No report
 - d. **Nominating:** No report
10. **Old Business:** None.
11. **New Business:** None

Meeting adjourned to executive session at 5:40 p.m.

Meeting reconvened in open session and adjourned at 5:55 p.m.

Respectfully submitted by

Amee M. Longbottom, Secretary