

**Town of Auburn
Library Trustees
November 10, 2014**

Present: Nancy Mayland, Chair; Fay Hanscomb, Secretary; Jeanni Worster, Treasurer; Sharon Bluhm, Lorraine Senechal, Liz Michaud, Alternates; Ricky Sirois, Library Director

7:00 P.M.

The minutes of the November meeting were approved; motion was made by Worster/Hanscomb 2nd.

The Treasurer's report was given and approved; motion was made by Hanscomb/Mayland 2nd.Placed on filed subject to audit.

Correspondence Received or Sent

Check was received from Longmeadow Ladies Circle, a thank you will be sent by the director.

Open house was discussed. It will be held on Sunday, April 12th from 2-5pm. Ideas (activities, entertainment, etc.) for the event were shared.

Ricky suggested replacing his office desk and bookshelves with a smaller desk since he was not using the shelves. This would free space to store the chairs. Jeanni also recommended replacing the filing cabinet. Ricky will explore options available.

Maintenance

Nancy e-mailed the painter and is waiting for a reply.

Greg (K & S Mechanical) took a sample for water testing. Ricky will check with Carrie regarding suggestions for other companies as we want several bids. He will also discuss with Carrie if other tests are recommended.

Frank fixed shed door locks.

Action Items

Contract with Residential Power was discussed.

It was decided to stay where we are; motion made by Mayland/Hanscomb 2nd.

Policies Updates

Meeting Space Policy was approved; motion was made by Worster/Hanscomb 2nd.

Circulation Policy was approved and will only become effective starting January 1, 2015; motion was made by Hanscomb/Mayland 2nd.

Volunteer Policy was approved with minor change (define reading shelves) motion was

made by Worster/Mayland 2nd.

Service list was completed and distributed.

Ricky contacted the Girl Scouts leader with suggestions from our October meeting. She was receptive but wanted to discuss and obtain the other leader's opinion. Communication is ongoing.

The Budget Committee accepted our budget as presented.

Strategic Planning meeting is scheduled for Tuesday December 2nd at 7 PM. The Strategic Plan Timeline has been sent out to alternates and Trustees.

Plans for distribution of the tote bags was discussed.

A motion to adjourn was made by Hanscomb/Worster 2nd.

Meeting adjourned at 8:30 p.m.

Next meeting will be on December 8th @ 7:00 p.m.