

February 18, 2015

Brewster Public Library Board of Trustees Meeting

Attending: Rick Voss, Peter Carey, Michael Conn, John Dever, Lynn Marrison

Gina Loprinzo

*No public comment

*Peter motioned to approve the 1/21/15 minutes and John seconded.

All approved.

*The treasurer's report was evaluated in the new requested format. Salaries and totals were requested on a monthly basis. Note: on 1/9/15 a new boiler was installed and the library was closed on 1/8 and 1/9 due to lack of heat.

*Gina has initiated new procedures for determining the door totals for future recording of library attendance in 2015.

*The reorganizing process has included a better use of the vestibule, new file cabinets in the basement room, and much sorting of the stacks. Peter motioned to purchase new magazine racks in the main room, and John seconded. All in favor.

*There was discussion about the purchase of an AED and whether the staff should be required to attend CPR/AED training. Further discussion necessary.

*Michael Conn has attended 2 meetings with an interest in being part of the board. Lynn motioned and Peter seconded to warmly accept Michael's participation on the board. All were in favor.

*Several estimates of upcoming improvements are forthcoming.

*The necessity of an audit was discussed as the fee is \$3,500. Gina will investigate whether other Putnam libraries invest in annual audits.

*Another issue discussed was the use of the basement room for community purposes, unfunded groups in particular. Issues that need to be addressed in an updated policy include insurance coverage, and appropriate adult supervision of children's groups. Gina will investigate the policies other Putnam libraries have developed.

*Staff changes continue with another retirement in the future. Plans for new staffing were discussed in terms of hours and hourly rates for a qualified, experienced person.

Meeting adjourned at 7:00 P.M.