

Canterbury Public Library Board Meeting

Date: Monday, December 14, 2009

Place: Canterbury Public Library

Members Present: D. Loser, A. Picard, N. Belden, J. Norell, G. Younger, C. Kent, J. Sheridan, D. McKinley, M. Sheehan and C. Sear, Chair.

No members of the public were present.

Chairperson Sear called the meeting to order at 7:02 PM.

Approval of the Minutes of the Previous Meeting:

In reviewing the minutes of the last meeting, it was noted that J. Sheridan abstained and not N. Belden. D. McKinley moved the minutes be accepted as corrected; G. Younger seconded the motion. Motion passed.

Director's Report:

The Director submitted a written report for review. Of note:

- The Friends of the Library will be selling canvas tote bags (\$10) before Christmas;
- Teale Bedard, Library Assistant has resigned. Her last day of employment is 12/12; and
- A schedule of pre-holiday craft classes was shared with the Board.

Treasurer's Report:

N. Belden presented the Treasurer's report as of 11/30/2009. Spending is at the expected projected level for the month with the exception of a slight over expenditure for book purchases which will even out as the year progresses. D. McKinley moved and J. Sheridan seconded the Treasurer's Report be accepted as presented. Motion passed.

The Treasurer informed the Board that moving the Tyler Family Memorial Fund from a Passbook Savings Account to a CD could increase the interest return from .5% to approximately 1.5%. The Tyler Fund now has \$4,166.84. Only the interest may be expended. J. Sheridan moved that the principal, \$4,000, be moved by the Treasurer into a CD at the Savings Institute and the remainder be used to purchase books. A. Picard seconded the motion. Motion passed.

Committee Reports:

Policies and By-Laws: No report. Anne Picard agreed to become a new member of this committee.

Budget Committee:

The Treasurer presented the draft budget developed by the Budget Committee for presentation to the Selectmen in January. D. McKinley moved and J. Norell seconded a motion that the proposed budget line items be submitted as presented to the Selectmen along with a cover letter from the Chair documenting increased usage figures for the Library. Motion passed.

Long Range Planning Committee:

No report.

Technology Committee:

No report.

Personnel Committee:

David McKinley agreed to chair this committee. Anne Picard agreed to join this committee.

Expansion Committee:

No report.

Correspondence and Communication:

The Chair will write a letter to accompany the submission of the budget to the Selectmen, explaining personnel salaries used in the budget submission, and updating salary survey information from area libraries.

Suggestion Box: Empty

New Business:

The following meeting dates were set for the next year: 1/25; 2/22; 3/22; 4/26; 5/24; 6/28; 7/26; 8/23; 9/27; 10/25; 11/22; 12/13. The Chair instructed the Secretary to officially convey these dates to the Town Clerk for her records and to the Board membership.

Donations were collected for the departing employee. The Chair will convey the thanks of the Board for her years of service to the Library.

Adjournment:

At 8:27 D. McKinley moved and J. Sheridan seconded that the meeting be adjourned. Motion passed.