

**Julia L. Butterfield Library Board of Trustees Meeting  
March 27, 2024**

**Meeting began at 6:22**

**ATTENDANCE**

Board President: Judy Meyer  
Vice President: Marjorie Gage  
Treasurer: Catherine Platt  
Trustees: Dennis Gagnon, Deb Dichter, Candy Zgolinski  
Johanna Reinhardt, Director  
Guest: Heidi Wendel

FINANCIALS: Motion to approved checks made by Catherine, seconded by Dennis, all in favor. There was discussion regarding the most efficient way to report the library's American Express credit card (replacing M&T debit card because it gives 5% cash back for Amazon purchases) monthly charges. The statement is available for all to view, but alternative reporting procedures will be explored.

The financial report format was discussed. Johanna explained that adjusting the current layout would require the bookkeeper make manual adjustments in Excel from QuickBooks. Possibilities will be explored.

The library's cleaning person continues to be paid \$150/week.

ADVISORY ACCOUNT: Frederico Rodriguez from Wells Fargo will attend the April board meeting for the quarterly discussion regarding the library's current financial position.

DONATIONS: Donations received "in memory of" receive a thank you letter noting the individual.

PASSPORTS: The library is an acceptance facility for new adult and all minors' passports. The library is happy to answer renewal questions, but the renewal process is not handled by any acceptance facilities. All renewals must be completed and mailed by the individual.

FACILITIES: Roof estimate forthcoming from Monteleone Contracting. Conference room cabinetry to be installed. Lower-level storm damage/mold remediation project started 3/27. Repairs and mitigation efforts will be undertaken to minimize future issues.

LONG-RANGE FACILITIES PLAN: Board members will provide input on the library's needs based on current form. Past data used to compile the form will be reviewed.

NEW BOARD TRUSTEE: Heidi Wendel was welcomed as a new library board trustee.

Next meeting is April 17, 2024 @ 6:30 PM.

**MEETING ADJOURNED at 7:22**

Motion made by Marjorie, seconded by Dennis, approved by all.