

**Julia Butterfield Memorial Library Monthly
Board Meeting
Wednesday, December 18, 2019; 6:30 PM**

ROLL CALL

In attendance: Library director Gillian Thorpe. Board members Judy Meyer, Dennis Gagnon, Michael LaRocco, Marjorie Gage.

RESOLUTIONS

On motions made and seconded during the Monthly Meeting of the Board of the Julia L. Butterfield Memorial Library held on December 18, 2019, the following resolutions were unanimously adopted or adopted by a majority of the Trustees:

- Acceptance of Minutes of the November 20, 2019, meeting of the Board
- Acceptance of November 2019 Warrants/Checks
- Acceptance of 2020 Budget (Draft 2) as amended

MONTHLY MEETING CALLED TO ORDER at 6:30 by Judy Meyer, President

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING OF THE BOARD:

- **VOTE:** Dennis made a motion to accept minutes of November 20, 2019, meeting of the board as presented; Mike seconded. Motion passed unanimously.

FINANCIAL REVIEW:

- **VOTE: Acceptance of Warrants/Checks:** Marjorie made a motion to accept the November 2019 warrants/checks as presented; Dennis seconded; motion accepted unanimously.
- Reviewed November 2019 Deposit/Check Detail, Balance Sheet Standard as of November 30, 2019
- Review of proposed 2020 Budget Draft 2 to Board, scheduled for Vote (See New Business, below.)

DIRECTOR'S REPORT:

Director Gillian Thorpe reported on previous month's meetings, grant developments, and programming initiatives (see Calendar of Events, online), including:

- 2019 Annual Appeal letter has been mailed to patrons and posted to website
- Preliminary fundraising projections of library's annual fall reception: A Hard Hat Holiday Party, December 6, 2019.
- Results of teen survey show that local teens want a space to perform, learn about art, take art classes/display art: Items for consideration in programming for 2020

COMMITTEE REPORTS:

Facilities Committee:

- Children's Room renovation project proceeding apace; space gutted, wiring and framing set to begin; drywall scheduled to go up second week of January; expected project completion remains March 2020. Fundraising is ongoing. (See Library website for further detail; www.butterfieldlibrary.org)
- Updated Facility Plan under Board review
- Must select and order flooring materials for vestibule renovations

Policy Committee:

- No new business

Friends Liaison:

- The Friends seek active new members for 2020; those interested in supporting the library and its projects are encouraged to find more information at www.butterfieldlibrary.org

Adjournment to Executive Session to discuss personnel issues: 7:40 pm

No votes or decisions made.

Recall regular meeting into Session: 9:10 pm

VOTE: Dennis introduced a motion to accept 2020 Budget | Draft 2 as presented with the following amendments: 1.) restore building operations budget line item to \$20,000; 2.) increase payroll/Payroll Taxes + Expenses lines to accommodate a Director salary increase of \$1,500. Mike seconded motion. Motion unanimously accepted.

Adjournment:

Judy made a motion to adjourn; seconded by Marjorie. Meeting unanimously adjourned at 9:25 PM. The next meeting of the Board, scheduled for Wednesday, January 15, 2020, will take place on January 22, 2020, at 6:30 pm.

Recorded and respectfully submitted by:
Marjorie E. Gage, Secretary