

- ROLL Meeting Started at 5:34 Lynn Piotrowicz-Library Director, Deb Kreutzer, Angelica Ladd, Patti Osgood, Anne Crotti Absent: John Capuco**
- ITEM 1 ELECTION OF OFFICERS – Chair--Patti Osgood, Deb Motioned, Anne Seconded  
Vice Chair—Angelica Ladd—Patti Motioned, Deb Seconded  
Treasurer—Deb Kreutzer—Patti Motioned, Anne Seconded  
Co-Secretary Anne Crotti—Patti Motioned, Deb Seconded  
Co-Secretary John Capuco—Patti Motioned, Deb Seconded  
ACTION – MOTION/ACCEPT Accepted 4-0**
- ITEM 2 Signatures of Corporate Resolution - Charter Trust Form Co-Secretary Signed**
- ITEM 3 Minutes of Meeting: February 28, 2019 ACTION-REVIEW/ACCEPT  
Deb Motioned, Patti Seconded Accepted 4-0**
- ITEM 4 Public Forum--None**
- ITEM 5 Treasurer's Report**
- a) Y-T-D Summary & Monthly Expenditure Review **ACTION – REVIEW/ACCEPT  
Deb motioned to accept/Angelica Seconded Accepted 4-0**
  - b) Personnel Timesheet Review **ACTION – REVIEW/ACCEPT Deb Signed**
  - c) Monies to Be Accepted **ACTION –REVIEW/ACCEPT None**
- ITEM 6 Director's Report**
- a) Director Vacation Dates – May 20-28, June 15-23
  - b) Discussion about creation of sick bank for library employees ---to be looked into
  - c) Moose Plate Grant Intent to Apply has been filed. Representatives of Arts Council were in Henniker at another meeting so they stopped in to see the building. Suggested Moose Plate grant for building project as well as NHCDA.org for big grants. Emailed the next day with info on NH Foundations that may provide funding as well as info on the online database that colleges may have that we could access. I am investigating all these options.  
Lynn has asked for letters of reference from Azalea Park and White Birch.
- ITEM 7 Friends' Report**
- a) Met with Friends on 2/10, 2/24, 3/10. 3/10 cancelled because of weather.
  - b) Executive Board & By-Laws Committee set.
  - c) Met requirements to be listed on Secretary of State Approved/Good Standing Business/Non-profits. Completed all the ANNUAL reports due at the DOJ-Charitable Trust Unit. Will begin working on paperwork for 501(c)3 paperwork as by-laws coalesce.
  - d) Next meeting March 24<sup>th</sup> to continue By-Laws work.
  - e) Samples of information concerning "Friends" and Trustees relationships and sample Memorandum of Understanding between Friends and Libraries shared. To be addressed in the future.
- ITEM 8 Town Meeting 2019. Moving Forward Warrant Articles passed—Moving Forward**
- ITEM 9 Public Information Session – April 11, 2019 7:00pm**
- a) **GOAL 110 COMMUNITY MEMBERS IN ATTENDANCE**
  - b) **Discussed media resources and coverage.**
  - c) **Jason LaCombe will present at meeting.**
  - d) **Trustees will bring refreshments.**
- ITEM 10 Communications/Social Media Plan**
- a) Logo and stationery--Lynn is gathering samples, cost and information  
Samples from Abbott Library and Meredith Library shared
  - a) Coordination of communication with general public – how, when, where, why to post
  - b) Denise is willing to assume responsibility for overseeing this component of project
- ITEM 11 Building Committee Formation**
- a) If there is a staff representative of the Building Committee, Denise would like to be named
  - b) There will be an outreach for a possible construction manager
  - c) Thoughts on additional representatives—some names were mentioned—to be followed up on.
  - d) Filling positions
  - e) Charge of the Building Committee
- ITEM 12 Capital Campaign Workshop Report – Trustees who attended the NH Nonprofits workshop will report on**

what they learned and identify initial steps to begin CC & funding study. Project is in “Quiet Phase” Moving Forward with Capital Campaign Action Items

**ITEM 13 Other--Town Meeting scheduled for 3/14/20**

**ITEM 14 Schedule Next Meeting—April 17, 5:30 meeting with Doug Tengdin-Charter Trust Company**

**Meeting adjourned at 6:43pm**

**Respectfully submitted,**

**Anne Crotti**