

ROLL CALL **ATTENDANCE** : Lynn Piotrowicz, (Library Director), Patti Osgood (Chair), Sylvia Lennox (Friends’ Chair), Deb Kreutzer, Anne Crotti, John Capuco, Angelica Ladd (via phone)

WORKING BUILDING PROJECT

- SESSION a) **RFP for capital campaign consultant (includes edits by DK)**
Feedback from this document included discussion concerning inclusion of independent bidders. Wording changed to include all possible bidders. Will be sent out this week.
- b) **Warrant articles related to project**
Discussion led to decisions on 3 Warrant Articles to be prepared for upcoming Town Meeting in March.
 1. Library Operational Budget
 2. \$109,250 for SMP continued design work
 3. Monies for hiring of a Capital Campaign Consultant (\$ to be determined)

ITEM 1 **Minutes of Meeting: DECEMBER 10, 2019**
MOVE TO ACCEPT: Patti Osgood SECONDED BY: Deb Kreutzer VOTE: 4-0

Minutes of Meeting: DECEMBER 12, 2019
MOVE TO ACCEPT: Patti Osgood SECONDED BY: Deb Kreutzer VOTE: 4-0

ITEM 2 **Public Forum: None**

ITEM 3 **Treasurer’s Report**

- a) Y-T-D Summary & Monthly Expenditure Manifest
MOVE TO ACCEPT: Deb Kreutzer SECONDED BY: John Capuco VOTE: 4-0
TREASURER RECORDS VOTE AND SIGNS MONTHLY MANIFEST –Deb Kreutzer
- b) Personnel Timesheet Review
TREASURER REVIEWS TIMESHEETS
TREASURER SIGNS TIMESHEETS-Deb Kreutzer
- c) Monies to Be Accepted: \$300.00 Donation by Carolyn and Rodney Patenaude
MOVE TO ACCEPT: Anne Crotti SECONDED BY: Patti Osgood VOTE: 4-0

ITEM 4 **Director’s Report**

- a) **Request from Nicole Lang to sponsor Rotary Flag at TFL**
Trustees agreed.
- b) **Charter Trust Conflict of Interest Form**-All agreed to continued to use as is.
- c) **After School Participation:** Trustees discussed on-going concerns of behaviors of after school patrons in the young adult section. Patti has talked with a school resource person and been offered in-service for library staff addressing handling of inappropriate behaviors. Lynn will follow up on this.
- d) **Moose Plate Grant** – Status of sign? Will have window people remove the banner when they are taking the windows out. John Capuco working on sign. Placement to be determined.
- e) **Staffing:** Brynna Newcomb has been hired.
- f) **Town Meeting 2020** – 2/4/20-Town Budget Meeting 3/14/20 Town Meeting
- g) **Election of Officers**-Debra Kreutzer and John Capuco

ITEM 5 **Friends’ Update-Notes from Meeting 1/5/20**
Membership Campaign Discussion and Building Project Work and Process for Donations

- a) PayPal account set up
- b) Media Contacts will be made and flyers posted around town
- c) Sharing of Thank-you note to be sent
- d) Friends reviewed and revised documents to customize for publishing on website
 - o Gift Acceptance Policy
 - o Donor Privacy Policy
 - o Donor Bill of Rights-Posted as is

ITEM 6 **2020 Budget Deliberation:** No Change

ITEM 7 **Set Future Meeting Dates:** February 12, 2020-Interview for Capital Consultant-YTBD
March 3, 2020-6:00 Board Meeting
March 3, 2020-7:00 SMP Public Presentation

ITEM 8 **Other:** None

ADJOURN **MOVE TO ADJOURN BY: John Capuco SECONDED BY: Anne Crotti VOTE: 5-0**
7:19 PM **NAME OF RECORDING SECRETARY: Anne Crotti**