

Tucker Free Library Minutes

January 14, 2014

7:07 PM

Present: Patti Osgood, Scott Turner, Jamie Ramsey, Emily O'Rourke, Christine Anderson, and Lynn Piotrowicz (library director).

Also Present: Marilyn Paul, guest, arrived at 7:24 PM.

1. Minutes of meetings September 28, 2013 and November 13, 2013: Patti moved to accept the minutes of 9/28/13; Scott seconded. All approved (5-0). Patti moved to accept the minutes of 11/13/13 as amended; Christine seconded. All approved (5-0).
2. Public Forum: No members of the public were present.
3. Monies to be Accepted: Patti moved to accept, Emily seconded. All approved (5-0). See attached.
4. Treasurer's Report: Presented by Lynn. *Emily (CA)*
5. 2014 Budget Discussion: The board discussed the 2014 proposed budget and prioritized the list of possible building upgrade and maintenance projects and their costs, considering need and potential impact to taxpayers. List included painting the stack room, *replacing (CA)* the emergency exit door in the J Room, the DVR and software security system upgrade, and an ADA public restroom upstairs. *our (CA)*
6. Building Update and Warrant Articles: Lynn informed the board that Andy Gonzales, *an IT consultant, is looking (CA)* into the DIGIVIEW security camera issue and was able to fix it for the time being, but it is not adequate for TFL needs. Lynn sent out eight RFPs for a new security system and has received two proposals so far. Lynn was not happy with Monadnock Security's initial two-camera proposal and requested a second proposal, which included four cameras for \$4,000. Pelmac DVR system would utilize our four current cameras and five new ones, for a total of nine interior cameras for \$4,673, *plus \$2,000 for installation (CA)* including *(CA)* Marilyn Paul arrived. There was a lengthy discussion about submitting warrant articles for the above listed projects and the BOT decided against this option.
7. Director's Report: Staffing – New staff members are training and bring a good energy to TFL. Staffing coverage was discussed. Programming – Lynn outlined programming events and listed media to which she sends programming information. First TFL Sunday program on 1/12, featuring Jo Radner--attendance was light, but not unexpected because Sunday program is new; 1/15 Henniker Chamber of Commerce coffee and donut breakfast changed to 1/22; 1/23 White Birch Ted Talk; 1/26 Jeff Warner; 2/23 Rebecca Rule; 3/9 Dan Szczeny. 1913-'14 Doll House – Lynn is displaying it upstairs and wants to involve patrons in imagining and writing about this piece of Henniker history.
8. Policy Review: Floating Holidays – BOT discussed and decided not to pursue floating holidays for Mondays due to longtime TFL schedule of Mondays closed. Holiday Policy – BOT conducted a first reading of new policy to reflect the new hours of operation, to include the following as paid holidays: New Year's Day, Easter Sunday, Fourth of July, Veterans Day, Thanksgiving Day and the following day, and Christmas Day. Emergency Closure Protocol – There must be collaboration between the director and a board member for a decision to close library and to determine time of closure.
9. New Hours – Update: Overwhelming support from patrons for the new hours. Lynn reports Sundays there's traffic all day, and increasing book circulation with successive Sundays. Sign out front has been changed, posting new hours of operation, plus another sign on front lawn and out back. Lynn worked first two weekends to get new hours started. Changes in staff structure for time being so Lynn is taking on more work in addition to usual duties.
10. Other: Recently completed land boundary survey and information with regard to Azalea Park was reviewed. Marilyn Paul left meeting at 8:27 PM.
11. Nonpublic per RSA 91-A:3 II(c) and RSA 91-A:3 II(b): Christine moved to go into nonpublic session at 8:30 PM, Patti seconded; Christine, yes; Patti, yes; Scott, yes; Emily, yes; Jamie, yes. Two discussions were held. Emily voted to come out of nonpublic at 8:47 PM, Jamie seconded; Emily, yes; Jamie, yes; Patti, yes; Scott, yes; Christine, yes.

Next meeting: Tuesday, February 11, 2014, at 7 PM.

Meeting concluded at 8:51 PM.

Respectfully submitted,

Christine Putnam Anderson

Tucker Free Library
January 30, 2014
5:08 PM

Present: Patti Osgood, Emily O'Rourke, Christine Anderson, and Lynn Piotrowicz (Library Director).

Absent: Scott Turner, Jamie Ramsey.

2014 Warrant Articles: Patti moved that Warrant Articles 1 through 3 be submitted as presented. Christine seconded; all approved, 3—0. The warrant articles read:

- **Warrant 1:** To see if the Town will vote to raise and appropriate the sum of \$210,593 (two hundred ten thousand, five hundred ninety-three dollars) for the Tucker Free Library with the amount to be raised from current year taxation.
- **Warrant 2:** To see if the Town will vote to authorize the Trustees of the Tucker Free Library to remove and use \$6,000 (six thousand dollars) from the Ann S. Soderstrom Trust for the purpose of purchasing furnishings for the Youth Services area. This includes square craft tables, homework tables, computer work stations, and accompanying chairs.
- **Warrant 3:** To see if the Town will vote to raise and appropriate the sum of \$10,000 (ten thousand dollars) for the purpose of restoration of the stained glass windows at the Tucker Free Library. Furthermore, this appropriation is 100% reimbursable to the Town from a Conservation License Plate Grant Program offered through the State of New Hampshire Department of Cultural Resources. No expenditure under this article shall occur unless the library receives the full amount of the stated grant.

Meeting concluded at 5:15 PM.

Next meeting: Tuesday, February 11, 2014.

Respectfully submitted,



Christine Putnam Anderson

Tucker Free Library Minutes

February 11, 2014

7:00 PM

Call to Order/Attendance:

Present: Patti Osgood, Christine Anderson, Jamie Ramsey, Scott Turner (arrived at 7:36) and Lynn Piotrowicz, Library Director. **Absent:** Emily O'Rourke **Also present:** Deb Kreutzer, guest; Douglas Tengdin of Charter Trust

1. **Minutes to be Approved:** Patti moved to accept the minutes from January 4, 2014 as amended, Jamie seconded. All approved (3-0). Jamie moved to accept the minutes from January 30, 2014, Patti seconded. All approved (3-0).
2. **Appointment with Charter Trust:** Mr. Tengdin presented the board with an account/holdings summary and answered questions board members had. He suggested the board adopt an investment policy that addressed a return objective, risk policy, legal structure, etc.
3. **Public Forum:** Deb Kreutzer introduced herself to the board and would be observing a meeting. She will be running for one of the two open trustee seats in March.
4. **Monies to be Accepted:** No money to be accepted at this time.
5. **2014 Budget Discussion:** The board agreed to ask for \$210,593.84 the amount needed to operate the library and make necessary repairs while considering the least impact to the taxpayers.
6. **Treasurer's Report:** Deferred until next meeting.
7. **Director's Report:** (a) Lynn updated the board on a formal staffing change in the Children & Youth Services department due to a resignation. An additional staff member will need to be hired (non-student) for approximately 15-20 hours to fill in hours that remain open. (b) Programming at the library continues to be well attended and based on statistic, new hours show to be increasingly popular. (c) Upcoming events: special programming is being planned for February vacation week by Matthew and Erin, Rebecca Rule February 23, Seed program March 2nd and Dan Szczensny March 9th.
8. **Non-Public** per NH RSA 91-A:3 II(c) and NH RSA 91-A:3 II(b): Christine moved to go into a nonpublic session at 7:42 PM, Scott seconded. All approved (4-0). Patti voted to come out of the nonpublic discussion at 7:50 PM, Scott seconded. All approved (4-0).
9. **Policy Review:** Patti moved to approve Section C, Holidays of the Policy Manual, Scott seconded. All approved (4-0).
10. **Other:** Lynn will be out of the office March 14th and in at noon on March 19th. On April 24, either Lynn or Denise will be speaking at the NHLA meeting in Whitefield. Members of the Azalea Park Committee would like to be on the TFL agenda for the next meeting. The next meeting would be the introduction of two new trustees to the board, election of officers in addition to the first meeting after town meeting and the board suggested it be the following one.

Next meeting: Tuesday, April 15th, 2014.

Meeting concluded at 8:12 PM.

Respectfully submitted,

Jamie Ramsey

Tucker Free Library Minutes

April 15, 2014

7:13 PM

Call to Order/Attendance:

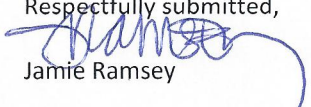
Present: Patti Osgood, Jamie Ramsey, Emily O'Rourke, John Capuco, Deb Kreutzer and Lynn Piotrowicz, Library Director.

1. **Public Forum:** No members of the public were present.
2. **Election of Officers:** Emily moved to appoint Patti Osgood as Chair, Jamie seconded. All approved (5-0). Patti moved to appoint Jamie Ramsey as Vice Chair, Emily seconded. All approved (5-0). Patti moved to appoint John Capuco as Treasurer, Jamie seconded. All approved (5-0). Patti moved to appoint Emily O'Rourke and Deb Kreutzer as Secretary and Co-Secretary, Jamie seconded. All approved (5-0).
3. **Minutes to be Approved:** Patti moved to accept the minutes from February 11, 2014 as amended, Emily seconded. All approved (5-0).
4. **Monies to be Accepted:** See attached. Patti moved to accept monies as designated, Emily seconded. All approved (5-0).
5. **Treasurer's Report:** Presented by Lynn.
6. **Director's Report:** (a) Lynn presented statistical graphs that represented the efficacy of new hours at TFL. She noted that the past weekend was slower and but correlated it with the first warm weather weekend. (b) The 110th year anniversary of the Tucker Free Library is on Monday, September 22, 2014. The board discussed possible ideas to celebrate this (in addition to the ongoing doll house effort). As the library is closed Mondays, the event(s) will have to be done during the week. (c) The board discussed possible ideas to participate in SHOT and decided to put it on the next agenda. (d) Lynn updated the board on various staff activities. (i) Denise will be speaking at the NHLA Conference on April 24. Lynn will be co-chairing a panel at Small Libraries Summits on May 9 on the topic of Creating Positive Patron Experiences. (ii) Denise, Erin and Lynn are currently planning the summer reading program. It will begin on June 24th on the front lawn with a pizza party and include: different themes each week, passports, scavenger hunts and staff generated programming. (iii) Patti will be contacting teachers at the HCS regarding end of year field trips to the library (including the ghost story and tour). (iv) There will be a White Birch TED talk on April 17th at 11 AM with the theme Music. Last month's talk was the largest group thus far and went an hour after the talk concluded. Additionally, multiple copies of books are continually provided to their book club. (v) Lynn advised the board in the past three weeks there has been a spike in the children's storytime attendance. Also, the after school group is continually coming in and staff is finding the X-Box is being utilized less in favor of computers, board games and reading. (v) On October 5th, ^{Michael} Michael Tougias will be in Henniker to speak about his book about the replica of the Bounty and Superstorm Sandy. (vi) Lynn advised the board NHHHC cut off "Humanities to Go" programming. NHHHC set a limit of 400 grants for 2014 and notified TFL there were no additional programs for this year.
7. **Building Update:** Granite Cor is currently working on the remaining furniture. Pelmac (Security System) has a signed work order and deposit and will take six weeks for installation. Jon Routon will be working on Mondays to complete the painting. Additionally, he will be fixing the carpentry around the hanging door and screen that needed to be addressed. Lynn presented numbers on heating oil indicating the building had exceeded pre-buy by 288.5 gallons.
8. **Other:** The board familiarized the new members about Azalea Park. The board had not heard if members of the Azalea Park Committee would be at the next meeting as scheduled. Patti would reach out them. *a member.*

Next meeting: Tuesday, May 13th, 2014.

Meeting concluded at 8: 35 PM.

Respectfully submitted,


Jamie Ramsey

Tucker Free Library Minutes

May 13, 2014

7:05 PM

Present: Patti Osgood, Jamie Ramsey, Emily O'Rourke, John Capuco, Deb Kreutzer and Lynn Piotrowicz – Library Director.

1. **Minutes to be Approved:** Patti moved to accept the minutes from April 15, 2014 as amended. Emily seconded. All approved (5-0).
2. **Public Forum:** No members of the public were present.
3. **Monies to be Accepted:** See attached. Patti moved to accept monies as designated. Emily seconded. All approved (5-0).
4. **Treasurer's Report:** Presented by John. Report included presentation of new accounting and financial reporting system that is up and running smoothly.
5. **Director's Report:** **A.** Lynn provided information following-up on questions arising in previous meeting about communications via email, relevant RSAs, right-to-know, public and non-public sessions in meetings. **B.** TFL 110th anniversary coincides with SHOT/Music on Main Street in 2014. Possible activities will be proposed and considered by the Board over the next few months. **C.** Building update: Granite Cor work is finished; Pelmac has installed new security cameras (current total of 9) now covering each room of the Library; Jon Routon has completed contracted painting and will do some additional painting gratis/as in-kind contribution. **D.** Staff Activities: 1. Final White Birch TED talk May 15. Taking a break until September. 2. Lynn will attend NHLTA Annual Meeting Monday, May 19; 3. Lynn's vacation schedule was presented – she has ensured adequate coverage during any absence; 4. Library will be closed July 4 (Friday).
6. **Other:** **A.** Ayer and Goss oil pre-pay notice/contract has arrived with a price of \$3.599/gallon for coming season. This will be discussed at the June meeting. **B.** "Moose Plate" grant Final Report was submitted by Lynn. Sylvia Larsen responded with a letter of thanks. **C.** John raised the issue that was discussed at NHLTA Orientation with regard to building relationships with other Town Officials (e.g., Selectmen). Board briefly discussed the importance of getting to know Selectmen and encouraged attending their meetings. **D.** Emily raised the issue of Strategic Planning – also discussed at NHLTA Orientation. To date, planning has been highly dependent on available budget – and focused on space issues and efforts to achieve parity in staff salaries. With those goals largely achieved, and with sound financial footing, it is now possible to start thinking ahead in both short and longer term time spans. Strategic Planning can become part of the Board's regular agenda.
7. **Non-public Session:** Patti moved to go into non-public session (7:55 PM). Jamie seconded. All approved. Non-public session ended at 8:34 PM.

Next Meeting: Wednesday June 11th, 2014 at 7:00 PM

Meeting adjourned at 8:35 PM

Respectfully submitted,

Deb Kreutzer



Tucker Free Library Minutes

June 11, 2014

7:08 PM

Present: Jamie Ramsey, John Capuco, Deb Kreutzer and Lynn Piotrowicz – Library Director.

Prior to the meeting, Lynn conducted a comprehensive tour of the Library for new Board Members John and Deb.

1. **Minutes to be Approved:** Jamie moved to accept the minutes from May 13, 2014 as amended. Deb seconded. All approved (3-0).
2. **Public Forum:** No members of the public were present.
3. **Monies to be Accepted:** See attached. Jamie moved to accept monies as designated. Deb seconded. All approved (3-0).
4. **Treasurer's Report:** Presented by John. Report is included in the new binder that holds a copy of all financial reports.
5. **Director's Report:** **A.** We will continue to consider TFL potential participation in SHOT/Music on Main Street. **B.** Ayer and Goss Fuels has offered TFL a special prepay oil price of \$3.499. **C.** Lynn presented circulation statistics for new library hours and comparisons between 2013 and 2014 (to date).
6. **Other:** Lynn presented an invoice that she received in TFL mailbox at Town Hall for electricity covering the month of May from **Constellation** (\$168.08). A **PSNH** invoice (\$148.00) covering the same period was already received and paid by TFL. TFL has not been asked and has not agreed to be part of a consolidated electric group with any other Town of Henniker entities. Lynn will contact the Town Administrator to clarify relevant authority and concerns and to straighten out any misunderstandings. TFL Board and Director would be very pleased to consider switching electricity provider if it is in the Library's best interests, but such a switch would require specific action on the part of the Board.

Next Meeting: Tuesday September 9th, 2014 at 7:00 PM

Meeting adjourned at 7:30 PM

Respectfully submitted,

Deb Kreutzer

Tucker Free Library

September 9, 2014

Present: Deb Kreutzer, Emily O'Rourke, Patti Osgood, Lynn Piotrowicz (library director), Jamie Ramsey

Absent: John Capuco
Meeting called to order: 7:05 pm

Michelle McGirr
(left 7:15) 80

1. Moose Plate Grant

- a. Patti proposed a board resolution to enter into contracts with the New Hampshire State Council on the Arts per the New Hampshire State Council on the Arts Agreement, designating Lynn Piotrowicz as the authorizing official. The resolution was approved unanimously.
- b. Patti moved to accept the \$8000 grant awarded to TFL to restore the stained glass windows. Jamie seconded. All in favor.

2. Minutes: The minutes from the June 11, 2014 were approved as written

3. Treasurer's Report: On behalf of John Capuco, Lynn shared the treasurer's report. Finances are stable. The report is included in the new binder that hold a copy of all financial reports.

4. Director's Report

a. Building Update:

- Water meter has not been installed yet
- Lynn informed the trustees that we are not in the town's electricity constellation account as the rates are not as favorable as our current provider
- The new furniture has been installed in the Children and Youth rooms

b. Communication with patrons: Lynn reported that our catalog/circulation package includes ways to send targeted emails or texts to patrons regarding events or new books they might find interesting. The board discussed the pros and cons of electronic communication, as well as enhancing communication via flyers and local newspapers. Patti mentioned the possibility of a "Library Corner" appearing regularly in the papers.

c. Staff Update: Lynn informed the board about upcoming trainings and panel participation. The staffing schedule has returned to non-summer and weekend rotation, which includes one senior staff, one junior staff and a "floating" staff.

d. Programs:

- Lynn said she and Denise are considering hosting a technology "petting zoo" where patrons could explore new electronic gadgets.
- The board decided to participate in Music on Main Street with a booth showcasing technology and also a small reading area.
- Lynn announced upcoming programs for February and March.
- The board discussed whether the summer reading program is generating enough participation to make it worth the staffs' time and effort. Many activities compete for kids' time in the summer. The programming itself was not heavily attended, although a core group of kids used the library. The board will consider it further for next summer.

e. Holidays: The board agreed to close all day on Christmas Eve and remain open 10-5 on New Year's Eve.

f. Dollhouse: The board agreed to loan the dollhouse to the Henniker Historical Society per the permanent loan agreement.

g. Other:

- Patti requested that next month's agenda include revising the DVD circulation policy
- Feedback on the new hours has been very positive
- The library will be the location for a Safe Routes to School PSA shoot on September 10
- We will look into going on the national registry of historic places.

The meeting was adjourned at 8:25

Respectfully submitted,

Emily O'Rourke

Emily O'Rourke

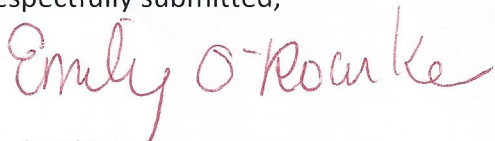
f. Closed 1/1

6. **Video Use Policy:** Patti reported that she's heard patrons complaining that newer movies are seemingly unobtainable because they are always checked out. In addition, some families check out a handful of movies at a time, limiting the selection for other patrons. The recent closure of Cabin Fever may be exacerbating the problem. The trustees briefly debated whether this issue warrants a change to the video rental policy. The group decided to wait and see what happens over the winter, tabling the issue until spring.
7. **Digitization Project:** Some members of the Henniker Historical Society have expressed interest in a joint project with the library to digitize their collection. There may be grant funding available to pay for the technology and staff time required. The trustees will wait to receive confirmation of interest from the Historical Society before considering this idea further.
8. **2015 Preliminary Budget:** The preliminary budget was reviewed.
9. **Consideration of State Historic Places Registry Eligibility:** Thanks to Lynn's thorough research for an extensive application, TFL is eligible for addition to the State's Registry of Historic Places. Being on the registry does not restrict library trustees from making changes to the facility. It is an honorary designation that can help inspire future trustees to preserve the integrity of the building.

Emily moved to accept the eligibility offer for the State Historic Places Registry. Patti Seconded. The motion passed.
10. **Other:** Lynn presented the trustees with a binder containing primary source documents and deeds showing where library land is situated relative to the school and Azalea Park.

The meeting was adjourned at 8:23

Respectfully submitted,



Emily O'Rourke

MINUTES

Tucker Free Library

October 14, 2014

Present: John Capuco, Emily O'Rourke, Patti Osgood, Lynn Piotrowicz (library director), Jamie Ramsey

Absent: Deb Kreutzer

Meeting called to order: 7:05 pm

1. **Minutes:** The minutes from the September 9, 2014 meeting were approved as amended. *Patti moved, Jamie seconded*
2. **Public Forum:** None
3. **Monies to be Accepted:** Lynn presented donations for acceptance (please see attached). Emily moved to accept. Patti seconded. All in favor.
4. **Treasurer's Report:** John Capuco reported that spending is on target. We may go over a little on utilities and building maintenance. We will need to request our final appropriation from the town over the next couple of weeks.
5. **Director's Report:**
 - A. *Building Update:* Lynn reported that the furnace and boiler have been inspected and the winter conversion is complete. The fire extinguisher passed review and the annual GARAVENTA inspection will be held shortly.
 - B. *Programs:* Lynn presented a program budget broken down by 1) "Fixed Costs," such as the Apollo and NHDB online services, and 2) Speakers and Supplies. She also included the potential cost of passes to places such as the Aquarium and the Museum of Science. Patrons have been requesting these kinds of passes, and the most attractive sites have been identified; however, the passes are costly. The group considered whether the Friends of the Library might be willing to share the expense or whether additional funds should be added to the budget. Lynn and the Trustees will continue to explore this topic.
 - C. *Holiday Hours:* Lynn shared the schedule for upcoming holidays.
 - a. Closed on Veteran's Day
 - b. Close at 5 pm on 11/26
 - c. Closed 11/27 and 11/28
 - d. Closed 12/23 and 12/25
 - e. Close at 5pm 12/31

Tucker Free Library Minutes

November 4, 2014

7:00 PM

Present: Patti Osgood, Jamie Ramsey, John Capuco, Deb Kreutzer, Emily O'Rourke and Lynn Piotrowicz – Library Director.

1. **Minutes to be Approved:** Patti moved to accept minutes from the October 14 meeting as amended. Jamie seconded. All approved (5-0).
2. **Public Forum:** No members of the public were present.

~~Minutes were read and approved. See attached. Jamie moved to accept monies as designated. Emily~~

~~seconded by John. Some clarifications in presentation made to trustees will be made to segregate specific funds from general operating budget to avoid confusion about total expenditures.~~

5. **Director's Report:**

A. Programs: Villager is inviting library/libraries to present a monthly column; recent adult program attendance was reviewed; early 2015 program line-up was reviewed; successful Selectman visit discussed; policy explained and reinforced that invited speakers are NOT allowed to sell books (or any items) during or associated with their visit.

B. Holiday hours: re-reviewed (see previous meeting minutes).

6. **Preliminary budget meetings:** were held with BOS/BAC. Next meeting dates were distributed and discussed.

7. **State Historic Places Register Process:** Approved (5-0) submission of form/affidavit signed by Chair (Patti) and 4 photos to be taken to complete application

8. **Other:**

A. Re-election: Patti Osgood and Jamie Ramsey are up for re-election 2015.

B. Coverage: Coverage is being arranged for anticipated staff absences in coming weeks.

C. Land issues: Wayne Colby will be invited to next meeting to discuss history of land transactions related to TFL and neighboring entities.

9. **Non-public session:** Voted (5-0) to go into non-public session: 7:58 – 8:06 p.m. Patti moved to seal minutes from non-public session. John seconded. Approved (5-0).

10. **Next Meeting:** December 9, 7:00 p.m.

Adjourned: 8:08 p.m.

Respectfully submitted
Deb Kreutzer

- A. Lynn reminded Patti Osgood and Jamie Ramsey that they are up for re-election and must sign up between 1/21 and 1/30.

7. B. Discussion with Wayne Colby

Patti said she invited Mr. Colby to attend the meeting because of his institutional memory. She asked if he could clarify the boundary between Azalea Park and the library.

Mr. Colby said that the Emerson deed defines the library property as bounded by the former engine house (now the Grange), Western Ave, the river and what is now the school. In the 1980's the town, on behalf of the library, licensed to the school a right of way to the driveway between the library and the Grange. The library did not cede the land.

Mr. Colby suggested that most of the driveway is "library" land. The parking lot and bus turnaround most likely are partially situated on Azalea Park. However, Mr. Colby remembered that the term Azalea Park was simply a catch-all for the land that wasn't being used by the school and library. He recalled that the original deeded entrance to Azalea Park was located to the west of the stone arch bridge. He said he thought that the riverbank behind the school and library were generally considered school and library land.

- C. Patti announced that friends of local artist Clifford Smith inquired if the library would like a couple of his works to display. The Trustees decided that the library does not have adequate space to display the work and suggested that NEC might be a better venue.

The meeting was adjourned at 8:35

Respectfully submitted,

Emily O'Rourke

MINUTES

Tucker Free Library

December 9, 2014

Present: John Capuco, Deb Kreutzer, Emily O'Rourke, Patti Osgood, Lynn Piotrowicz (library director), Jamie Ramsey

Guest: Wayne Colby

Meeting called to order: 7:05 pm

1. **Minutes:** Patti moved to approve the minutes from the November 4, 2014 meeting. John seconded. All in favor.
2. **Public Forum:** None
3. **Monies to be Accepted:** Patti moved to accept the designated monies. Emily seconded. All in favor.
4. **Treasurer's Report:** John Capuco reported that spending is on target. He and Lynn will work on the final report to the town in the coming weeks.
5. **Director's Report:**
 - A. *Personnel & End of Year:* Lynn will begin the annual personnel evaluation process at the end of the month. She is beginning to draft the library narrative for the annual report and has forwarded last year's financial report to the bookkeeper so she can insert this year's numbers. The town finance officer does not believe we need to upgrade to 2015 Quickbooks, because we are not using it for payroll.
 - B. *Building:* The Garaventa and J-Lift passed inspection. The fire alarm inspection is scheduled for 12/9. Lynn sold several items of equipment leftover from the renovation.
 - C. *Programs:* Lynn sent her first "Library Corner" column to the Villager- publication TBD. The Friends of the Library have agreed to the attractions pass proposal and will consider funding the more expensive Boston attractions, like the Aquarium and Museum of Science on a rotating basis, if the demand is there. They also agreed to sponsor a survey to gauge interest and inform potential users that there are costs associated with the passes. Lynn plans to post a survey on the website and also in the town e-newsletter. The Friends will meet again after the holidays to discuss the survey results.
6. Other