

**Rice Public Library
Board of Directors' Meeting: Archive Copy
November 21, 2017**

Present: Dudley Bierau, Rachel Dennis, Dianne Fallon, George Dow, Doug Greene, Dave Harris, Lee Perkins and Bill Tredwell

President Dennis called the meeting to order at 6:35 p.m.

Patty Kosowicz distributed our annual audit review by Cummings Lamont & McNamee (June 30, 2017). The library is in good shape financially. Income was down about \$1500 due to unrealized stock gains (e.g. a stock held by the library dropped in value).

Lee noted that there is a slight increase in unrestricted funds from various donations and expects those funds to be spent by the end of this year. Also, she reminded the board that copies of the annual Audit Review will be distributed to the Town Manager, Finance Director and all Town Councilors.

Patty also reviewed the quarterly financial report (July through September 2017). The salaries were slightly over compared to what was budgeted because of the extra pay period in the quarter.

Overall, for the first quarter, we were ahead of the anticipated loss position for this quarter by \$3,420. We are in good shape (the first quarter has a loss position because of cycles regarding certain sources of income and other factors).

The library is still working on reconciling an \$1800 discrepancy in the Town Subsidy related to the schedule for dispersing funds.

The Form 9090 now asks whether the non-profit has a Whistleblower Policy and what it is. The Library currently does not have such a policy. Therefore, Lee will bring a sample copy of the town's Whistleblower policy to review at the December meeting. 9090T Form generates a rebate for a certain percentage of employee health insurance expenses, and the Library has submitted this form for the past four years.

The Board thanks Patty for her continued efforts and patience.

Motion: Dave motioned to accept the October 17 minutes. George seconded and the motion passed unanimously.

Public Comments: none

Director's Report: Lee reviewed some of the information presented in her written report and distributed the Annual Appeal for the Board to review. We've already received \$3500 in annual fund donations this year. Rachel noted that Lee does a great job every year with refreshing the contents of the letter. Lee is soliciting feedback on the content and will have Johnson Printing print it when the letter is ready.

Lee had ordered radon testing for both buildings. After a set of tests, radon levels are well under accepted levels.

Lee has been working with contractors getting quotes for replacing the rotting roof beam.

New Library: Lee noted that we had a huge turnout on the vote, with more than 2600 people voting to support changing the status quo at the library. 1,783 voted to maintain the Library at the current location, and 823 for locating at the Community Center location. (Another 463 voted to maintain the status quo).

Rachel thanked Lee for putting up the "Thank you for voting" signs.

The board had a lengthy and wide-ranging discussion about the future of the library project, including what the next steps might be, zoning issues, what a library planning committee might look like, funding for planning and design work, and other issues. The board looks forward to discussing the next steps with Kendra Amaral and others.

Ongoing Business:

~The New Trustee Handbook discussion of chapters 11 and 12 is postponed to a later date.

Motion: Staff policy language change regarding tech help: George motioned and Bill seconded. The motion passed unanimously. The staff provides technical assistance to patrons only within the Library buildings.

~Kendra Amaral and Patricia Moore will attend the December 19 meeting. The discussion next month with Kendra and Patricia is becoming a town department. Town rationale for library becoming a town department (i.e. why advantageous to town)

- transitioning status of employees
- status of Library board, donations, etc.

Dianne will occasionally take minutes at meetings.

New Business: The vote on non-paid holidays for upcoming year is postponed until next meeting.

Executive Session: None

Next Regular Meeting: December 19

Adjournment: Moved by Bill and seconded by Dudley to adjourn the meeting at 8:19 p.m. Motion passed unanimously.

Board minutes recorded by:
Dianne Fallon