

Appleton Library November Minutes
November 15, 2017

The meeting was called to order at 7:05pm on November 15, 2017. Trustees present were Margaret Wilson, Victoria Bucklin, Jessica Pearson, Nancy Brown, Heather Wyman and Jessica Whitworth. Library Coordinator Julie Sells was present. Select Board Representative, Lorie Costigan was not present. Debby Keiran was not present.

Minutes: Jessica Pearson made a motion to accept the October minutes. Victoria Bucklin seconded it, and the vote was unanimous.

Treasurer's Report: Heather and Debby have worked together to transfer remaining treasurer responsibilities over to Heather. Heather has some new ideas on the way she would to organize and work with QuickBooks. One idea was to create budget lines in order to more clearly establish spending patterns of library funds. Heather also wants to use the monthly bank statements to create the balance sheets she presents to the board each month. This would guarantee that all the information on the balance sheet has been reconciled and accurate.

We made \$390.00 from election day bake sale. How should we distribute the money? If we had budget lines that showed how much we have spent of our allotted budget it would help us to see where most money is being spent and where we need to replenish funds.

MANP offers us with our membership a yearly training in programming and financing. Library needs to pay \$2000.00 for our insurance premium due in January. Heather and Debby decided that the budget committee needs to discuss how the library should schedule payments from the town. Margaret Wilson made a motion to accept the treasurer's reports for September and October. Jessica Whitworth seconded it and the vote was unanimous.

Coordinator's Report: There is much excitement about new volunteers and residents to the community. Local libraries want to meet and discuss methods to promote volunteerism and community support. Julie informed us that we are low on library tote bags. The Board will look into different options for purchasing more so we can create more Welcome Bags.

A woman who moved to Appleton donated a large collection of books that she collected while travelling in China to the library. Volunteers want to mix these books into the general collection. Victoria brought up the idea of purchasing plates or stickers as a way to recognize books that were part of a generous donation or collection.

Action between Meetings:

1. Successful bake sale profits from election day.

Old Business:

1. Shed: A 10x12 painted shed with a ramp was purchased and ordered! Delivery date is December 14. Ken Ward is working on the site. The site plan has been drawn up. We do not need a permit for the shed.

2. Tuesday Night Shifts: A lot of volunteers expressed desire to continue the Tuesday evening shifts so we will keep it going as long as interest is there and the shifts are covered.
3. Clynk Account: Margaret has filled out the application for the library to have a Clynk account.
4. Federal Surplus Property: Margaret collected signatures from Board members to complete the application for Federal Surplus Property membership and will submit it soon. This membership will allow the library access to used and discounted furniture, appliances, and computers. It is a great resource for purchasing items for the library.
5. Fundraising Committee Check-in: Committees have not met yet. They will plan to meet in January.

New Business:

1. Souper Supper: Third Saturday of January (January 20.) Heather checked with auctioneer Rosie and confirmed the date with the school.

2. Budget Committee: Heather Wyman, Jessica Pearson, Margaret Wilson, Julie Sells and Debby Keiran will be on the committee. A meeting will be established through email.

Items for next meeting on December 20, 2017:

1. Plan for Souper Supper.
2. Totes for Welcome Bags.

Margaret Wilson made a motion to adjourn meeting at 8:15pm. Jessica Whitworth seconded the motion. All were in favor.

Respectfully submitted,

Jessica Pearson

12/11/2017