

Jacob Edwards Library

Minutes of December 19, 2017

The Library Trustee meeting of December 19, 2017 began at 12:05 PM. Present at the meeting were Trustees Beth Cournoyer, Mel Blake, Robin Weber, Maureen Gullekson, Gary Bridgman, Dick Whitney and Library Director Margaret Morrissey. Tammie Darling was present to record the minutes.

The minutes of the November 28, 2017 meeting were read. Maureen Gullekson motioned to approve the October minutes, Beth Cournoyer seconded. So voted.

Financial Report - There was no financial report at this time.

Old Business - The Trustees decided that all of the meetings for 2018 will be held on the fourth Tuesday of the month, with the exception of December 2018. The December meeting will be held on December 18, 2018.

Long Range Plan - Margaret Morrissey notified the Trustees that she contacted the Worcester Public Library about brochure designs/templates and also that it would cost approximately \$2000 to make a mobile friendly version of the Library website. Maureen Gullekson suggested discussing action items of the Long Range Plan in February.

Chairman's Report- Dick Whitney asked the Trustees to prepare for a financial meeting discussing income and expenses in January 2018. Robin Weber would like to discuss the \$40,000 annual donation by the Trustees to the Library and also that the Trustees need a mechanism for giving the donation and what the money is used for. Gary Bridgman presented a chart on the whiteboard of the sources of funds from the Trust, the endowment account and the Town budget.

Margaret Morrissey distributed her report to the Trustees and discussed upcoming programs and events including the Gingerbread House Making workshops which were funded by FOJEL. Maureen Gullekson suggested sending FOJEL a thank you note from the Trustees for their generosity. She also noted that Margaret Morrissey has done a great job with programs at the Library and that they have been well attended and well advertised.

Safety and Security - There were no issues at this time.

Gary Bridgman made a motion to adjourn, Robin Weber seconded. So voted. The meeting ended at 12:53 PM. The next meeting will be held on January 23, 2018 at 12 PM.

Approved 2/27/2018 (no meeting January 2018)