

**Cragin Memorial Library Board of Trustees
Meeting of December 19, 2007**

Present: Mary Ellen Mahoney, Chair; Celia Conrad, Treasurer; Julianna Cameron; Rev. Linda Barnes; Ronald Goldstein; Victor Horvitz; Alyssa Soby; Siobhan Grogan; Lynn Coletta; Antoinette Charest

Absent: Linda Hodge; Edwin Cragin; Jeffry Mathieu

Mary Ellen Mahoney called the meeting to order at 9:15 am.

The minutes of the September 12, 2007 meeting were reviewed. Motion to approve made by Ron, seconded by Celia, and approved to accept the minutes.

Review of Financials:

Lynn Coletta reviewed the Financial Statements for the Fiscal Year ending June 30, 2007, prepared by Coletta & Coletta. The Fund Balance of \$263,867 represents an increase of \$22,434 over the previous fiscal year, with most growth from the Investment Account. Celia asked about the \$1,151 Transfer to the Town of Colchester for Library Budget line item; Lynn Coletta said that the money goes into a gift/donation account and is spent on the library from there. Celia will sign the tax returns prepared by Coletta & Coletta. Motion to approve the financial statements made by Celia, seconded by Julianna, and approved.

Treasurer's Report:

Ron explained that George Veneziano had made a general contribution of \$500. Celia will switch the address for bank correspondence to the Library. The checking account stands at \$1,363.50, after contributions were made to the book funds and custodial and advisory fees had been paid. Motion to approve the Treasurer's Report made by Julianna, seconded by Victor, and approved.

Director's Report:

Gifts: A \$5,000 gift from the widow of Charles Probus will fund the purchase of adult books. The Friends of Cragin Library have given \$2,000 for book discovery and humanities programs to supplement the \$250 in the town program budget. Edwin Cragin gave the Library a \$300 check.

Friends: No membership report yet, but book sale and other events have been successful.

Building & Grounds: Rev. Barnes reported that the First Congregational Church will undergo parking and landscaping construction in Spring 2009, and churchgoers may use the library lot during off-peak times. Six windows in the old building have badly chipping paint and will be painted this spring.

Personnel: Vicki Lynch is the new Circulation Supervisor.

New "pay what you can" overdue jar is actually generating more income for the library and will be retained.

Blog on website will have two postings per week for news and features.

Space Utilization: Proposal made to reconfigure the concourse to a new books area; Young Adult section would be relocated to the Zagray room. Additionally, pile on stairwell carpeting has worn and would cost \$2500 to repair. The Zagray fund would be used for the relocation.

Motion to approve made by Celia, seconded by Julianna, and approved.

Old Business:

Julianna reported that all posters have been sold for a profit of \$180 over 6 months. Proposal made to continue sales. Approved. Update of the Code of Conduct for Library Patrons.

Discussion of a retreat for Trustees prior to the next quarterly meeting. Mary Ellen requested all Board members be sworn in by the Town Clerk.

Ron reported that he will continue his work on the trustee personal property lease with the Town when he meets with Linda Hodge. He had discussed this first with Jenny Contois, and then Stan Soby.

New Business:

Motion made by Rev. Barnes to ratify Alyssa Soby to the Board was seconded by Celia and approved. Celia noted that the original Trustee agreement is now located in the safe at Town Hall, and is no longer at the bank.

Next quarterly meeting will be Wednesday, March 12, 2008 at 9:00 am in the Library.

Meeting adjourned at 10:20 am.