

Russell Memorial Library Board Meeting Minutes February 21, 2017

Present: Sue Ledoux, Jane Low, Amy Moody, Gretchen Beaupre, and Lulu the dog (no librarian as Deb was sick).

1. Meeting was called to order by Amy Moody at 6:40 p.m.
2. The minutes from the January 2017 meeting were read aloud by Jane and approved as written.
3. **Librarian's report:**
 - a) Information on usage numbers for the month of January 2017 were left for the board:
Total patrons: 118; books checked out: 98; Audio Books: 0; Inter-Library Loan: 0; New patron cards: 1; Museum passes: 1; Computer usage: 1.
 - b) **Programs:** A Pop-Up Valentine Workshop had been held on 2/04/17 with Dawn. No information was available from the library regarding attendance.
 - c) **Automation project:** No report available.
4. **New Business:** No new business to speak of. The library staff has been going through the boxes of books in the area behind the desk and it looks wonderful. The board wonders if there is additional furniture or storage that would be helpful to have. This can be discussed at the next meeting.
5. **Old Business:**
 - a) Revised job descriptions. No one present had a copy of the current updated job descriptions and Deb was not present so this could not be addressed.
6. **Treasurer's Report:** Sue reviewed with the Board the FY 2016 Report and the Treasurer's Report for January 2017. At the end of 2016, our FY16 Expenses were \$ 144.51 greater than the FY16 Income.
7. **Other:** Judi had submitted her official letter of resignation (effective 3/31/17) to the Board.
8. **Executive Session:** At 7:20, the Board moved to go into Executive Session to discuss salary amounts for FY 17. At our previous meeting, we had not been provided with the correct numbers for FY16. The salary figures were adjusted accordingly. The Board came out of Executive Session at 7:40.
9. **Adjourn:** The board adjourned at 7:45 pm.

The next meeting is scheduled for March 21, 2017.

Minutes submitted by Jane Low