

George H. Stowell Free Library Trustee Meeting Notes  
December 5, 2007

Attendance: Bernice Johnson, Kathi Patterson, Karen Woodbury, Emily Cromwell (Librarian)

- 1) Call to Order
- 2) Treasurer's Report
- 3) 2008 Budget Review
- 4) Building Repair Discussion
- 5) Adjournment

1) Call to Order

The meeting was called to order at 6:30pm at the George H. Stowell Free Library.

2) Treasurer's Report

Kathi handed out draft copies of the Budget Report for 2007, the Expense Report for 2007, and the spreadsheet Library Report for 2007. She explained that the figures did not yet include the charges for post office box rent and the deposits for any monies that are yet to be collected for book fines and interest from the checking account.

3) 2008 Budget Review

Individual item allocations for 2008 were discussed. The decision was made to level-fund all items but salaries, oil, and trustee expenses. After income estimates for the Trust Fund allocation (@\$1,500); the balance remaining in the checking account (@\$615); interest (@\$5); and donations, book fines, and book sale (@\$300) were calculated, the monies needed as the appropriation from the Town for 2008 would be @\$13,200. This would be less than the amount requested for 2007.

Kathi was to make the final deposits and payments, finalize the reports, and forward the necessary information to Marge at the Selectmen's office for review by the Finance Committee and the Selectmen and for inclusion in the Town Report.

4) Building Repair Discussion

Tony Newton told Emily that the concrete cover on the fireplace chimney was cracked and that the brick cement was deteriorating. Karen volunteered to research information on people that do this kind of repair work. Kathi spoke about the fact that the roof is slate that presents its own set of problems.

Kathi spoke about the need for scraping and painting of the white trim on the front of the building, especially the columns at the entrance. Bernie volunteered to research information on area painters.

The trustees decided to seek guidance from the selectmen as to the procedures required for the use of the Library Capital Reserve Fund to pay for the chimney repairs and the painting. Kathi volunteered to ask the selectmen whether or not the jobs needed to be advertised through a bid process and about the process for removing funds from the Capital Reserve Fund to pay for them.

5) Adjournment

The meeting was adjourned at 7:30pm.

Respectfully Submitted,

Bernice Johnson  
Secretary