

Trustees of the M.N. Spear Memorial Library
Minutes of the November 12, 2013 meeting.

Trustees Present: Michele Sedor, Karen Traub, Gail Fleischaker, Dale Houle
Trustees Absent: Kate Cell and Michele Regan-Ladd

Also present: Library Director - Mary Anne Antonellis and visitor - Mike Vinskey

Meeting called to order at 7:34 pm.
Minutes from previous meeting not available because Michele Regan-Ladd is absent.

Discussion about posting established and approved policies on Trustee Website on the Town Website. Mary Anne will ask Weezie Houle to create a link from mnspear.org to Trustee page on Shutesbury.org. Gail Fleischaker will post meeting minutes and policies on Trustee page.

Director Report: Mary Anne reported a visit to the Sirius community at one of their weekly meetings to share information about library services. Three townspeople have visited the library and gotten new library cards as a result of this visit.
Mary Anne also reported a significant decrease in the amount transferred into the revolving account from the Dog Tax at the end of FY 13. The Library usually receives about \$1,500 but in the last FY the Library only received \$165.70. The Library depends on this funding to supplement the new materials budget and the shortfall will have to be made up from other sources.

Karen welcomes visitor Mike Vinskey and asked if he had questions.

A discussion about a list of questions Mike asked Mary Anne ensued.

A draft of the questions with partial answers is attached to the minutes. These are a draft and should not be considered full answers. They were provided for review by the Trustees.

Mary Anne will prepare a draft budget for FY 15 and present it to the Trustees at their January meeting. The Library is scheduled to meet with the Finance Committee on February 4th.

Sign update – postponed to next month

Gifts/notes of appreciation - Mary Anne will give Michele S. numbers of volunteers and staff.

Action plan reviewed. It is due December 1st.

Capital Planning will be discussed in December.

Next meeting December 10th.

Respectfully submitted, Mary Anne Antonellis