

Submitted by R.D. Eno CABOT PUBLIC LIBRARY TRUSTEES
MINUTES OF MEETING OF MARCH 8, 2007

Present: Trustees Diana Klingler, R.D. Eno, Judy Boucher, Jon Vara; Librarian Connie Koeller.

Absent: Trustee Ron Lay-Sleeper

- 1) Convene at 7:10 PM
- 2) The Trustees expressed their gratitude to Paula Davidson, past trustee and recent chair, for her years of service. And Trustees welcomed new trustee Jon Vara.
- 3) Minutes of previous meeting. Jon moved and Diana seconded **to accept the minutes as submitted. Passed on voice vote.**
- 4) Election of officers. **Diana Klingler nominated for chair by R.D., elected by voice vote.** R.D. Eno continues as secretary, Ron Lay-Sleeper as treasurer.
- 3) Librarian's Report. Connie submitted written report for February and noted that circulation was higher despite lower traffic due to heavy snows and extreme cold.
- 4) Appropriation. The Library appropriation of \$49,571 was approved at Town Meeting. Discussion of how to request that appropriation from the town office. Personnel expenses are paid from the general Fund, leaving \$15,095 of appropriation for Library operating and program expenses, but Connie reported that town treasurer preferred not to pay those expenses from the town's books. Trustees would prefer payment of \$15,095 as a lump sum when the town receives its tax anticipation loan. Alternatively, Trustees would be satisfied with payment in reliable monthly installments, beginning with payment of \$3,600 for first three months of the year, followed by payments of \$1,200 on the first day of each month, with any excess paid out in December. Connie suggested the Library forgive the town the approx. \$31.36 it owes the Library balance due from 2006 appropriation.
- 5) Willey Building. Connie recommended an additional bulletin board in the rear vestibule. Overflow notices are now being posted on the clapboards.
- 6) Connie reminded Trustees that communications among them should be saved as public records.
- 7) Shelving. Discussion of how to proceed with the project now that the second UDAG grant has completed the financing. The Trustees would like to meet with cabinetmaker Paul Council as soon as possible to devise a work schedule. R.D. suggested asking the Willey Building committee for the use of the meeting room during construction, obtaining temporary shelving from Surplus Property, and moving books in there during construction.
- 8) Meeting adjourned at 8:20