

CABOT PUBLIC LIBRARY TRUSTEES
SPECIAL MEETING MARCH 19, 2007
MINUTES

Present: Trustees Diana Klingler (chair), R.D. Eno, Judy Boucher, Jon Vara, Ron Lay-Sleeper; Librarian Connie Koeller.

1) Convened at 6:07 PM

2) As warned, the Agenda consisted of the allocation of the Library's annual appropriation. R.D. presented a letter from Secretary of State Markowitz dated March 19 stating that the trustees have the authority to draw on the Library's appropriation, and that all funds should be deposited with and managed by the town treasurer. Discussion of proposal to be offered to Selectboard regarding payout for operating expenses and Connie's share (35%) of health insurance. Trustees agreed to propose the following at the next Selectboard meeting:

The Library will draw its operating expenses (\$15,095) in a lump sum no later than when the Town receives its annual tax anticipation loan;

alternatively, the Trustees will request that all Library funds and accounts be managed by the town treasurer, in accordance with Sec. Markowitz's letter;

the town treasurer will pay 100% of Connie's monthly health insurance premiums out of the Library account, and Connie will submit a check for 35% of those payments, her reimbursements to be acknowledged by written receipt and credited to the Library account;

the Trustees will request from the town treasurer a monthly statement of Library payroll expenses, which should include debits for Connie's and Emily's wages, debits for Connie's health insurance payments and credits for Connie's health insurance reimbursement.

3) Adjourned at 7:20 PM.

Submitted by R.D. Eno