

**MINUTES**  
**LIBRARY BOARD OF TRUSTEES**  
**Wednesday, October 10, 2019**

**Present:** Sheila Sterling, Jim Lessersohn, Anne Sullivan, John Trause, Eileen Gabriele, Carol Blakeslee (CAB)

**Absent:** Claire Beslow (CB), Joe Colella, Miriam Yu, Susan Jung

**Regular Business**

I. Approval of minutes: (AS,JL)

Regular meeting – September 11, 2019

2. Approval of Transaction Reports (Bill Lists) – September 2019, report – (EG, AS).

Approval of financial reports September 2019 (CAB, JL). Review of Treasurer's Report.

A. Looked at the Balance Sheet for September, including Borough appropriation and payroll expenses

B. Reviewed all of the Petty Cash (receipts) Report

1. Usual fees, fines and gifts

C. Reviewed September Budget vs. Actual Report: budget is in line reflecting all Borough appropriations; revenue in line with a few small variations; children and adult accessions tracking the budget; discussed wifi upgrade expense and photocopy leases; utilities in line.

D. Reviewed year over year financial report; in line

E. Reviewed September transaction report

F. Discussed the BCCLS delivery expense

G. June/July/August reports to be revised and re-submitted for November vote.

3. Acceptance September 2019 Information Services, and Youth Services Librarians Reports (CAB,EG)

4. Acceptance of September 2019 Director's Report (JL, AS)

A. Talked about the State third of mil figure

B. Discussed impact of the new minimum wage requirements on future budgets

**Correspondence**

**Old Business**

1. Closing at 5 pm on Thursday, December 12, 2019 for staff holiday party (AS, CAB)

2. Holiday and Early Closing Schedule 2020 (EG, AS)

3. Library Board meetings 2020, as amended to reflect meeting on January 15, 2020 (EG, CAB)

4. Strategic Planning Committee

A. John is investigating different Survey Monkey or Google Surveys options; questions are complete; survey to be distributed in the near-term

5. Construction Grant

- a. John investigated a FEMA grant and shared that information with the Borough grant writer who is going to look into it

**New Business**

**Public Portion**

**Closed Session**

**Next Board Meeting**      Wednesday, November 13, 2019

Adjourned 9:00 pm (AS, JL)