

Board of Trustees

Hollis Social Library

7:00 pm, February 4, 2014

Library Meeting Room

Trustees present: Stephanie Stack, Laurel Lang, Karen Knight, Jonie LaBombard, Don MacMillan, and Bob Bartis

Also present: Lucinda Mazza, Library Director

The meeting was called to order at 7:08 pm.

1. Secretary's Report

Motion	To accept the minutes of the January 7, 2014 meeting		
Moved by	Stephanie Stack	Seconded by	Karen Knight
Vote	Unanimous		

2. Treasurer's Report

There were no unusual expenses in January. The increase in the Rideout Trust value reflects the overall rise in stock market.

Motion	To accept the January 2014 Treasurer's Report		
Moved by	Karen Knight	Seconded by	Laurel Lang
Vote	Unanimous		

3. Review of policy/procedure for fine collection/cash drawer.

Motion	To approve the Cash Drawer Procedure Policy which will be added to the Library Handbook		
Moved by	Stephanie Stack	Seconded by	Karen Knight
Vote	Unanimous		

4. The trustees reviewed and amended the job descriptions for approval at the March trustees meeting.

5. The trustees reviewed the proposed 2014 budget.

Motion	To approve the budget with the following amendment: to remove \$15,000 from library infrastructure leaving \$1000 to repair the bench cushion and add cubbies in the Children's Room		
Moved by	Stephanie Stack	Seconded by	Laurel Lang
Vote	Unanimous		

6. The trustees approved the draft of a performance survey which will be available at the Front Desk. Completed surveys may be placed in the suggestion box.

7.

Motion	Motion to enter non-public session to discuss personnel issues at 8:04pm.		
Moved by	Laurel Lang	Seconded by	Stephanie Stack
Vote	Unanimous		

Respectfully submitted

Jone LaBombard, Secretary

