

Board of Trustees  
Hollis Social Library  
Minutes, September 4, 2012

Trustees present: Stephanie Stack, Bob Bartis, Karen Knight, Michelle Repp, Laurel Lang, Don MacMillan  
Trustee absent: Jone LaBombard  
Also present: Lucinda Mazza, Library Director

The meeting was called to order at 7:05 pm

Secretary's Report: accepted.

Treasurer's Report: Stephanie did a power point presentation of the three checking accounts.

- Operating checking: All expenses on track with about half the yearly budget spent. Will provide year end forecast at October meeting.
- Fines & income generating equipment checking: Income collected over the summer is on track with last year. Money collected is used to fund books & materials.
- Gifts and Donations: Proceeds from Lohohoski stock gift and annual Rideout Trust disbursement were deposited and used to purchase the library sign. The Rideout Trust investment policy was distributed to Trustees in advance of the annual review, scheduled for the October meeting.

The QuickBooks system needs a refresh to support the required reporting needs and reduce the time spent paying bills by library staff. Stephanie and Lucinda will interview QuickBooks consultants to help with this task, with a target completion date of January. The Bookkeeping policies have been documented and distributed to the Trustees for discussion at the October meeting.

In looking into a tax issue, it was found that while the IRS does not have a tax exempt status associated with the Library's tax ID, Government units are not required to apply for tax exempt status, as they can accept charitable donations for public use. No further action is required at this time.

Correspondence: none

Director's Report: Covered June, July, August. The new sign is up, and looks very good. The meeting room kitchen upgrade is done, and looks wonderful. The meeting room policy form was updated in reference to borrowing and returning a key, as this is no longer applicable. The bid for the new carpet is going out in September. We will have a booth at Old Home Day. New magnets were made with the correct hours, and will be given out at Old Home Day. Nooks have been very popular, and there are large waiting lists. A motion was made by Stephanie to purchase a 10 pack of Nooks for the library. Karen seconded, and all approved.

The adult summer reading program was popular, with 65 participants. The children's summer program was popular too. There were many programs, and they were all well attended.

The town budget process will begin for us in October.

Meeting adjourned 8:50 PM.

Respectfully submitted,

Laurel Lang, acting secretary