

## Pierson Library Board of Trustees Minutes

November 15, 2018

7:00 PM

### Town Offices

#### Attendees

Trustees: Ruth Hagerman, Cathy Townsend, Barb Comeau, Lisa Merrill, Jane McKnight Ribolini, Laureen Mathon (on the phone)

Kevin Unrath, Library Director

Guests: Lee Krohn, interim Town Manager

1. Call to Order 7:02 PM
2. Approval of Agenda: Barb moved. Jane seconded. Motion approved unanimously
3. Approval of Minutes of October 18, 2018 Barb moved. Cathy seconded. Jane abstained since she did not review. Laureen abstained since she was not present. Motion approved unanimously
4. Public Comment – Lee thanked us for our sustained efforts
5. Treasurer's Report  
Submitting the report to the town for annual audit  
Kevin set up an account with Pay Pal that allows donors to pay by credit card.  
Jane moves to authorize the trustees to purchase holiday gift cards for 16 volunteers for \$25 each, a total of \$400. Barb seconded. Motion approved unanimously.
6. Director's Report  
Visitor count is down but it is based on a counter at the door. People attending programs offsite are not counted. In the past, visitors to the historic town hall were counted.  
Town Report Summaries Reminder: Due in January for March Town Report. Kevin and Laureen need to coordinate that effort.  
Policy Manual review reminder: Laureen and Lisa have volunteered to assist Kevin in the policy manual review due to the Trustees in January.
7. Project update  
Donations still coming in for quadruple match. Project is going well.
8. Next meeting, January 17, 2019  
Please be advised that Town budget meetings are held in December and January.  
Trustee special meetings may be called during this time, and your attendance would be welcomed at any Town budget meeting.
9. Meeting adjourns 7:36 PM  
Jane motioned. Barb seconded. Motion approved unanimously