

*West Branch Public Library*

*Board of Trustees Meeting Minutes*

*July 13, 2017*

*Meeting Commenced at 6:35 PM*

**Present:** Chuck Varnum, Michael Sexton, Kristin Nalan, Cary Wiesner, Nick Shimmin (Director)

**Minutes:** On a motion by Trustee Sexton seconded by Trustee Nalan, the minutes of the June 8 meeting were unanimously approved as submitted.

**Open Forum:** No issues were raised.

**Finance:** The most notable items in the July report were charges for book purchases and subscription renewal. Trustee Wiesner moved July financial report be accepted as submitted, with Trustee Sexton seconding; motion passed unanimously.

**Director's Report:** Director Shimmin reported he has found a new member for the board. He added the library has been having some electronic problems recently, perhaps due to a nearby lightning strike. The summer reading program was quite successful.

**Trustees Education:** The topic this month was the end of fiscal year process. Director Shimmin relayed that much of our finances are done by the city, but he has to do several reports, including two end-of-year reports for the state and a report for the city council in September. Director Shimmin also prepares a budget request beginning in October.

**Memorial:** Carol Jones is offering to donate money for a table, bench and plaque as a memorial to her late husband. Trustee Varnum asked if these would be able to be moved if/when the library moves; director Shimmin replied they would. Trustee Sexton, with Trustee Varnum seconding, moved the donation and purchase be approved; motion passed unanimously.

**Computer Purchase:** Trustee Sexton, with Trustee Nalan seconding, moved that the library purchase 3 new desktop computer for patron use, per Director Shimmin's recommendation. Motion passed unanimously.

**Fundraising:** Director Shimmin reported that our preferred fundraiser, RGI, says it is way too early to start fundraising. They recommend not starting until 18 months before the referendum, which is still several years away.

*Meeting adjourned 7:20 PM*

**Next Meeting:** Scheduled for Thursday, August 10, 2017, 6:30 PM Library Community Room.

