**Bancroft Public Library**

**Board of Trustees – Minutes of the December 3, 2019 Regular Meeting**

Present were Ed Donoghue, Kim Erbe, Rebecca Brown, and Alesa Wilson. Rachael Armstrong was excused. Also present were Director Susan Getty, Friends Treasurer Wendy Hunter Haywood, and members of the public.

**Minutes:** Alesa Wilson made a motion, Kim Erbe seconded, to approve the November 5, 2019 regular meeting minutes as presented. All were in favor and the motion was carried.

**Public Comment:** None.

**Correspondence:**

**Finance Officer’s Report:** Vouchers from the Library Fund Nos. 84 through 91 and totaling $1456.77 were audited and ordered paid. Alesa Wilson made a motion, Kim Erbe seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried. Rebecca Brown also agreed to circulate the final 2020 Budget which will then be posted on the Library website.

**Library Director’s Report:** See attached, including monthly statistics.

Susan Getty and Karen Hickland are working on an application for a SALS Challenge grant for regular programs/activities for retired members of the community. As part of the process, Susan presented the application budget for approval by the Board. Alesa Wilson made motion, Kim Erbe seconded, to approve the Challenge Grant Budget as presented. All were in favor and the motion carried.

**Committee reports:** None due.

**Old Business:** Regarding the Charter application status, it is supposed to be addressed at the Board of Regents December meeting, which has not yet occurred.

Regarding the State Aid for Library Construction Grant, the boilers/tank are scheduled for installation at the end of next week (12/12). Rebecca Brown has contacted Dianne Winter regarding how to handle budget amendments needed because of the time lag since the application was submitted. Dianne is sending the form and instructions. The replacement of the windows was tabled until the February regular meeting, at which time a new RFP will be addressed.

The State Aid for Library Construction Grant (Accessibility) is with State Ed Department’s Division of Library Development.

Regarding applying for the 2020 Challenge Grant, Alesa Wilson made a motion, Kim Erbe seconded, to apply for replacement LED lighting for the Library based on Linendoll Electric’s estimate of $4866.70. All were in favor and the motion was carried.

Trustee Wilson’s name was approved for a 5-year term by the Town Council of the Town of Salem at their regular November meeting.

**New Business:** A discussion about employee compensation in 2020 was tabled until the January meeting on motion by Kim Erbe, second by Alesa Wilson, all in favor.

Alesa Wilson would like the Board Members to provide gifts for John and Margaret Welch and Mark Cooney for all their service to the Library. All were in favor and pitched in for a gift certificate at The Tavern for John and Margaret and a bag of goodies for Mark.

The next meeting was set for Tuesday, January 7, 2020 at 6:30 PM.

The meeting was adjourned.