

Time Called to Order: 12:35 pm
 Time Adjourned : 3:10 pm

Chair(s): A. Weinstein
 Recorder: Anne Cooper

Location: Otis Library Children's Room

Members Present: Anita Weinstein, Chair; Nancy Levin, Treasurer; Anne Cooper; Diane Dyer; Steve Graves
 Kathy Bort, Librarian

TOPIC/AGENDA	DISCUSSIONS/ACTIONS
<p>Minutes of January 5th 2009</p> <p>New Trustee</p>	<p>After review, motion made to approve the minutes. Motion carried.</p> <p>Steve Graves, the newly appointed Trustee, joined the Board and was welcomed.</p>
<p>Librarian's Report</p> <p>Museum Passes</p> <p>Children's Program</p> <p>Books</p> <p>Cataloguing and Space Planner</p>	<p>K Bort reported that Ventfort Hall Pass had expired and needed renewing. Chesterwood is soliciting the Library to purchase passes. Motion made to extend Ventfort Hall and to also add Chesterwood. Motion passed after discussion of whether the money could be better spent elsewhere. Board decided it would be a good investment for the Library to offer to Town residents.</p> <p>The passes we now offer are as follows: Clark Museum, Ventfort Hall, The Mount, Norman Rockwell Museum, Mass MOCA, Berkshire Museum and Chesterwood. The Recreation Center offers, through the Library Magic Wings, Shaker Hancock Museum, Amelia Park Skating in Westfield and Otis Ridge.</p> <p>Children's Program looking for Special Events at low cost, i.e. Nature Specialist etc. Motion and vote to not pay for any Special Programs, but to research programs and events that might be offered at no cost to the Library. Lynne Fay doing a good job as Children's Director and offering variety of programs which are well attended.</p> <p>Kathy Bort updating of Library Website. She will send all the information on the Passes to Heather Venne at Town Hall.</p> <p>Newly ordered books, approximately, 40 came in. Need for supplies and Digital Camera. Camera had been voted on some months back, but S. Graves suggested with the improvement in camera technology that it might be possible to get a donation from someone who is upgrading his/her own.</p> <p>Cultural Council Grant was awarded for the Program and will help defray all the materials expenses. L. Fay and K. Bort to submit expenses to the Cultural Council for payment.</p> <p>Legislative Breakfast March 6th and Bookmobile coming March 19th</p> <p>Cataloguing will continue for another 3 weeks. We have a Space Planning Grant which will begin with someone coming to review the space and make suggestions for improvement. This will be late March - early April. S. Graves volunteered to make regular runs to the Transfer Station to dispose of Book sale room books which will be weeded shortly.</p>

TOPIC/AGENDA	DISCUSSIONS/ACTIONS
<p style="text-align: center;">Treasurer's Report</p> <p style="text-align: center;">QuickBooks</p>	<p>All reports given on the expenses and balances. Reports accepted.</p> <p>N. Levin purchased Quickbooks for tracking all expenses and eventually tracking donors. All bank reconciliations can be done through QB as well. She was able to purchase the software at a greatly reduced price through a Website which assists "Not for Profits." All monthly reports are now automated and will be run and sent using Excel to the Selectmen's office for tracking.</p> <p>N. Levin to check to see when last donation was made to the Fire Dept and a motion was made and passed to give a donation for this year in the amount of \$50.</p> <p>A discussion followed to reconsider using Adirondack payroll Services because of the automation they offer. E. Heffan will be notified. We will reduce the Staff's Payroll to once per month.</p> <p>Treasurer's Report accepted.</p>
<p style="text-align: center;">Alarm System</p>	<p>N. Levin reported that the new Fire & Security System was installed by Lee Audio 'N Security. The expense was \$4962 with the Town budgeting \$3000 to assist in the payment. Larry Gould inspected the system and it is all up to code. A battery back-up light is still needed for the basement and has been ordered and will be installed by the electrician.</p>
<p style="text-align: center;">Fiscal Year 2010 Proposed Budget</p>	<p>The Budget for FY '10 is due February 24th and was presented for acceptance. Up to a 3% increase in salaries will be adhered to and most other items were level. Motion made and passed to give K. Bort a 3% increase beginning in July '09 and to accept the Budget with minor changes.</p>
<p style="text-align: center;">New Library Hours</p>	<p>Discussion about extending the Library hours a little later, possibly on Friday evening plus Saturday morning in Summer. S. Graves will look for someone who might be interested in opening the Library on Saturdays and he will volunteer for some Saturdays. To be continued.</p>

TOPIC/AGENDA	DISCUSSIONS/ACTIONS
<p style="text-align: center;">Fundraisers</p>	<p>A Carwash for the Spring Fundraiser was discussed. A. Weinstein to follow-up. A temporary date of Saturday, May 23rd was chosen. Need to try to find volunteers. Morning hours and whether to serve Coffee and Donuts will all be decided at the next meeting when we have a venue for the event.</p>
<p style="text-align: center;">Next Meeting</p>	<p>There will be no meeting in March and the regular April meeting will be as scheduled on April 2nd at 6:30pm.</p>