

**Pettee Memorial Library
Board of Trustees Meeting
January 8, 2019 at 6 pm**

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Amy Swanson, *secretary*; Jason Staloff; Karina Martin and Allison Maynard.

Meeting called to order at 6:03.

Additional items to the agenda: fundraising efforts, the C.C. Haynes fund and payroll services.

No public comments.

Discussion of quit claim deed. We declined to sign, but authorized Carolyn to sign tomorrow after she discusses it with the town.

Secretary's report: December's minutes approved. Carolyn moved to accept the minutes, Louis seconded and so moved.

Treasurer's report: attached. Discussed payroll services. Louis moved to accept a motion to test QuickBooks Enhanced Payroll Services, Amy seconded and so voted. Amy moved to accept the Treasurer's report and Karina seconded.

Librarian's report: attached. Discussed fundraising advertising ideas and collaborating with the Friends of the Library.

Youth Librarian's report: attached.

C.C. Haynes Fund discussion. The current trustee of the fund approached the board to see if we would be willing to take over as trustees. Louis moved to agree to accept trusteeship of the fund if so approved by the town. Amy seconded and so voted.

Endowment account discussion.

Carolyn accepted a motion to adjourn, Karina seconded and so voted. Meeting adjourned at 7:28. Next meeting February 12.