

**Library Memorial Library
Trustee Meeting
Nov. 19 2015
Dearborn Redden Room
6:30 p.m.
Agenda**

- A. Call to Order**
- B. Attendance**
- C. Meeting with Municipal Budget Committee IT Sub-Committee**
- D. Officer's Report**
 - a) Secretary - approve minutes
 - b) Chairperson
 - i) Correspondence
 - (1) Mark Gearerald: Porters vs. Town of Sandwich
 - ii) End-of-year / Holiday Gift giving letter
 - c) Treasurer- October report
- E. Reports**
 - a) Director
 - i) Quarterly Performance Report
 - ii) Financials
 - b) Public Services
 - c) Children's Services
 - d) Teen Services
 - e) Tech Services
- F. Old Business**
 - a) Personnel -none
 - b) Finance
 - i) 2016 Budget
 - c) Building
 - i) HVAC Fan coil project
 - d) Other
- G. New Business**
 - a) Personnel
 - i) Holiday gifts
 - b) Finance
 - c) Building
 - d) Policy
 - i) Personnel handbook (p57)
 - A) Legal review
- H. Friends Report**
- I. Acceptance of Donations**
 - a) Circulation desk donations - \$54
- J. Summary of Decisions Made**
- K. Next Meeting- 12/16/15**
- L. Adjournment**