

**Library Memorial Library
Trustee Meeting
Dec. 16 2015
Dearborn Redden Room
6:30 p.m.
Agenda**

- A. Call to Order**
- B. Attendance**
- C. Officer's Report**
 - a) Secretary - approve minutes
 - b) Chairperson
 - i) Correspondence
 - c) Treasurer- November report
- D. Reports**
 - a) Director
 - i) Financials
 - b) Public Services
 - c) Children's Services
 - d) Teen Services
 - e) Tech Services
- E. Old Business**
 - a) Personnel
 - b) Finance
 - i) 2016 Budget Request
 - ii) Wealth Management Firm interview candidates
 - c) Building
 - i) HVAC status
 - d) Policy
 - i) Personnel handbook (p57)
 - A) Legal review
 - e) Other
- F. New Business**
 - a) Personnel
 - i) 2016 Goals and Objectives
 - ii) Harvard University Library Planning Course
 - b) Finance
 - i) 2015-16 Encumbrances
 - (1) HVAC
 - (2) CD Racks
 - (3) Sewage Ejector pump
 - c) Building
 - i) 2016 Holiday Schedule
 - d) Policy
- G. Friends Report**
- H. Acceptance of Donations**
 - a) Circulation desk donations - \$57
 - b) Children's Services 2 board book bins -\$720 value
- I. Summary of Decisions Made**
- J. Next Meeting- 1/20/16**
- K. Adjournment**