

## Board of Trustees Minutes (draft)

### James E. Nichols Memorial Library

March 24, 2008

**Present:** Librarian, Jon Kinnaman; President, Helen Heiner, Trustees, Jean Whatley, Karin Karagozian, Bess Hanson, Jo Morse; Treasurer Sarah Heath; Alt. Trustee Chuck DiCecca

**Minutes**— The minutes of the Feb. 25 meeting were approved.

**Librarians Report**—Jon Kinnaman presented his report.

During Feb. 621 materials circulated by 344 patron visits.

Jon gave a talk to Bayswater Book Group.

Library is hosting a training by USPO on mailing services for home or business.

Steve Jessup installed anti-virus updates; need to call him to reset DNS server. Steve said not to use server for other uses, particularly the internet.

Jon has been using his Time Management materials from Web Junction.

Jon suggests several small policy manual changes.

**Treasurer**—Sarah Heath

February Report was given.

Town Meeting was asking about the Budget increase but agreed it was OK when they learned we had to close our Book Store.

Regular maintenance: Joe Price for fixing the door and hinges; Horace Olden worked on the roof leak.

Labor and equipment: cost and putting new desks together was \$601.57 for 2 desks, file cabinet, lamp and CPU holders.

### Old Business

Extra chairs are now in the alarm closet and must be removed. They could go into the basement, but they would mildew and rust.

Updated locks and fire extinguishers still not solved. Extinguisher company wants us to have a separate contract with them, but Sarah will call them and tell them we are part of the Town and shouldn't need it.

**New Business We need an election of officers. Bess moved we keep our officers as currently serving. Karin seconded. Vote unan. President, Helen; Sec., Jo; and Treasurer, Sarah.**

**Several old letters were in Jon's office and date from 1888. Bess moved they be reframed with acid free materials. One is from John Greenleaf Whittier, another from Gov. Sawyer.**

**There is also a picture of JE Nichols and a program from his memorial. Picture of Daniel Webster and the War Bond to be offered to the Hist. Soc. The umbrella stand could be**

worth either \$60 or \$1200. A bookstand could be worth \$300. The gilt library sign on the stairs is perhaps worth \$500. The large desk could bring \$200. Waukegan Antiques would take the umbrella stand, the 2 bookcases in the basement, and the iron book stand on consignment. The old catalog drawers are surplus, but no one wants them. We do not have to sell any of these things. Need to see what it costs to remat the letters and pictures.

**The meeting was adjourned at 6:31 PM**

Respectfully submitted,

Jo Morse

Trustees Meetings:

3/24; 4/28; 5/19; 6/23; 7/28; 8/25; 9/22; 10/27; 11/24.