Call to order

a) Approval of minutes – April 22. Ann F. moved and Nancy S. seconded to approve minutes. Motion approved

b) Finance report. Archie passed out reports.

c) Director’s report: $195 was spent out of trustee funds to cover the cost of trustees attending the NHLTA conference. Brittany will request reimbursement from the Town. There has been an issue with the cleaning person not taking out the recycling.

2) Old or unfinished business

a) Maintenance committee – update. Lucille has received a verbal bid for repair of the front porch and will get it in writing for the committee to review.

b) Landscaping project
   i) Old library entrance project. Lucille has two bids and will meet with the sub committee and then the trustees will vote.

c) Winter storm damage – follow up. Mark Bucklin has reassured Rosemary and Shirley that the area will be cleaned up.

d) Donor gift ideas – update. Rosemary has found a company that will be able to supply the product if this is what the donor wishes to do.

e) Arts program – update. Two programs are set for this summer.

f) Alarm system – update. Reported at the top of page

g) Solar system update
h) Meeting with Bristol Select Board – update: Brittany and Rosemary met with Nik Coates and Rick Alpers. The purpose of the meeting was to clarify how the Town and Library work together and share responsibilities. The Town is responsible for administrative services. The Town recommends that there should be a volunteer sign in and out procedure and that all volunteers sign a waiver. Volunteers that have signed the waiver are eligible for insurance coverage in case of an accident while working at the library.

i) Strategic planning – next steps: committee will meet soon.

j) TD Bank signature authority: This has been taken care of.

k) Plan for Director’s maternity leave:

3) **New business:**

   It has been determined that the $2792 which was left in the capital fund should be returned to the Friends. Kathleen will take care of this. **Archie moved to release any hold on that account and transfer to Friends. Nancy D. seconded and motion was approved.**

4) **Announcements**

5) **Executive Session**

6) **Adjournment 5:45**

Next meeting: June 21, 2017 4:00-6:00pm