

Haverhill Public Library

Board of Trustees

Minutes of February 15, 2018

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 8:35 a.m. on Thursday, February 15, 2018, in the Donald C. Freeman Whittier Room. In attendance were Trustees Klueber, Bresnahan, Veasey, and Rurak, along with Director Sarah Moser.

Secretary's Report

The trustees were given copies of the minutes dated January 18, 2018. After taking a few moments to peruse the minutes, a motion was made and seconded to accept the minutes as recorded. The minutes were so approved.

Audit Report

John and Nelson from Blinn and Farrell presented the audit report for FY2017 to the board. They expressed that there were some difficulties in completing the audit this year due to turnover in the Business Manager position. Suggestions for improved practice included greater oversight of gift accounts; more thorough division of restricted and unrestricted funds; and replacement of debit cards with credit cards.

Discussion of the audit and suggestions followed. Opportunities to increase the donor base will be sought, including the possibility of additional fundraising events. Cash flow within the library is good and accounted for. Debit cards continue to be the only option due to restrictions on credit cards that require personal information and backing to issue.

The Board thanked John and Nelson for their time and work.

Treasurer's Report

Perry Frankston, Business Manager, provided copies of the January financials for the trustees to examine. Balances are now thoroughly matched to accounts, and all other elements of the report were straightforward and similar to the previous month.

A motion was made and seconded to approve the reports. Approval was unanimous.

Bathroom Project

Angelo Petrozzelli presented updated blueprints to the Board for the bathroom remodel project. He explained that the structure is sound, but that the work will update the appearance and create a more modern, cleaner looking environment. In addition, slight modification of the

entrances will lead to a different footprint for the center section in which the bathrooms are located.

Angelo will be putting the project out for bid shortly, with hopes of work commencing in March and the project being completed by May. In future meetings with Sarah, tile types and colors will need to be chosen.

The Board thanked Angelo for his presentation.

Director's Report

A copy of the Director's Report was given to the trustees. Some discussion followed.

Old Business

The deadline for spending the Outreach budget line is quickly approach and determination of how to spend the money needs to be resolved. Further exploration of local dealerships will help determine if a vehicle purchase is viable.

Patron Appreciation Day is happening on Sunday, March 4th from 1-4:30 p.m.

Steve is working on the update to the phone system.

There being no further business to discuss, a motion was made and seconded to adjourn.

Respectfully submitted,

Kathleen Bresnahan
Secretary