Draft - Minutes of the Haskell Free Library and Opera House
Board of Trustees
Wednesday, January 20, 2016

Present: Matthew Farfan, Frances Bonenfant, Ross Murray, Tom Adams, Rick Gosselin, Carol Power, Nancy Rumery. Guest: Phil Gosselin

1. **Call to order:** 6:35 p.m.

2. **Approval of the December minutes:** Moved and second to adopt the December minutes as presented. All in favor.

3. **Business Arising**
    a. Ross spoke to Haskell Library Foundation president Réjean Galvin regarding vacancies. Réjean reported that he had talked with potential members prior to Christmas and was looking for an opportunity to meet. Ross will arrange a meeting at the Haskell and will attend. He will also inquire about having a Haskell trustee sit on the foundation board.

4. **Opera House Report**
    a. Lynn is absent.

5. **Library Report**
    a. Children's room conversion. French books are being rotated Tuesday, which will make way for the big move. Regarding wheeled boxes, Nancy felt like it was a big purchase all at once that would unduly impact her budget. Plus, moving the piano frees up wall space. With the board encouraging her to have a room she and patrons will be happy with, Nancy said she will do the move and then assess.
    b. Diane Couture's retirement. $100 gift card suggested. An open house for the public will be held on January 23.
    c. Mileage reimbursement
    Motion: moved and seconded that the Haskell adopt the IRS mileage rate for employee travel expenses. All in favor.
    d. Nancy's retirement plan: The State of Vermont offers a retirement plan on behalf of municipalities, and incorporated libraries can participate if town employees are part of the plan. Pat will inquire whether Derby is part of the plan and, if so, will investigate what's involved.
    e. Fundraising: Actual amount raised to date is $12,715, not as cited in report. We haven't heard from Bannerman Foundation. Could they be interested in the children's room project? Discussion of Tillotson Foundation, the consensus being that our dual U.S./Canadian personality confuses them.

6. **Financial Report:** Once again, the feeling is that Sylvie should attend the board meetings to help explain the reports. The board is willing to change meeting days to accommodate if necessary. We also need bank statements earlier. Consequently, adoption of the December report is postponed.

7. **Accounting practices:** Pat reports on meeting with Rick to go over procedures and a subsequent meeting with Sylvie. They will meet again after income tax season. The main concern is the breakdown of QNEK and generating reports.

8. **Building Committee Report:** no meeting

9. **Haskell-QNEK Agreement:** Changes made, Lynn has seen and approved it except the question of U.S. payment vs Canadian; can she pay in Canadian at the exchange rate? Because it's a U.S. Corporation, we should be paid in American. Further discussions regarding donations made to QNEK through Haskell, should there be separate ledger for this? Should the Haskell take a percentage of the donation as administrator? Discussion of QNEK's advance rent and 2015 heating cost; while it was paid in Canadian, Phil believes it was paid with the exchange factored in. Need further clarification when Lynn is back.
   Motion: Moved and seconded to accept the Haskell-QNEK Agreement as presented. All in favor.

10. **Advance payment from QNEK:** previously discussed at length and will be revisited.

11. **Fraud policy:** moved and seconded to adopt the Fraud Policy as presented. All in favor.

12. **2016 Annual Meeting:** Ross needs to issue a warning, will also send out last year's annual meeting to see who is up for election.

13. **Varia:**
    a) We forgot to arrange a meeting with Mark Frederick of Community National Bank as per our usual January meeting. Will see if he can come in March. Tom to make contact.

14. **Adjournment:** 8:04 p.m.