



# Haskell Free Library & Opera House La Bibliothèque et Salle d'Opéra Haskell

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## AGENDA

**Wednesday, October 21, 2015 6:30 p.m.**

- 1) Call to order
- 2) Approval of the Minutes (September 16, 2015)
- 3) Business arising
  - a. Building Committee
  - b. Boiler work & report (Kevin)
  - c. Air conditioning - annual servicing (quote #2, Kevin)
  - d. Wood repair / painting, outside wall, Sylvie's office
- 4) Opera House Report
  - a. Post-show reception line
  - b. November event
  - c.
- 5) Library Report
  - a) Lamp post
  - b) Employee holidays - 4th week?
- 6) Financial Reports (September)
- 7) Fundraising letter update - translation
- 8) Winterizing the heating system - anti-freeze, OH pipes; check for blockages - Fred's
- 9) Maintenance / to-do schedule
- 10) QNEK-Haskell Agreement - draft
- 11) Employment Policy
- 12) Varia
- 13) Adjournment

To do list:

Maintenance calendar: what has to be done & when in building; turn on AC; annual A/C service call (May-June); elevators; etc.

Next meeting: November 18, 2015