

Otis Library and Museum Meeting, Thursday, August 8, 2019, 7:00 PM- at the library.

Members present- Celeste, Eve, Diane, James, Jane, Sue B., Diane, a guest- J.Scott Hansen

Chair Diane Dyer called the meeting to order at 7:00

Diane introduced J. Scott Hansen to the board. He may be interested in becoming a board member.

Walter Engels, former treasurer and board member, came later, to give a summary of the treasures

Duties. He also, turned over his paper work to the board. Kim Whalen, from Smith and Watson, contact person.

June and July meeting minutes were read. Celeste made a motion to accept the July minutes, Eve

Second. Voted and passed. Eve made a motion to accept the June meeting minutes, Sue B. second.

Voted and passed.

Sue B. gave the treasures report. Jane made a motion to approve it. Eve second. Voted and approved.

→ The Library Director, Kathy Bort, was not at the meeting. Celeste made a motion to table the report. Eve second. Voted and approved.

Unfinished Business: FY Budget- Celeste reported on her meeting with Becky Stone. There was a \$400.00 question. It was put in the wrong column by Becky.

Town Policy for signature: James and Sue B. ^{spoke} visited with our town attorney, Mr. Pollard, and Becky Stone. They were uncomfortable with the wording. There will be no changes. However, the Town will discuss it at their meeting on August 27, 2019. This is the same signature letter as last year. Our report to the Town, will be an annual report, not a quarterly report. Becky Stone suggested that we have a three year contract with the Town, instead of a one year contract. We will consult with Kathy. James, made a motion to accept. Jane second. Voted and passed.

New Business: Employee benefits: We discussed giving Kathy, Lois, Kerri, a 5% increase in salary, (retroactive to June 30,2019). Jane made a motion to accept. James second. Voted and passed.

Concerning paid days off, James made a motion to give 3 paid days off a year to Kathy, two to Lois and one to Kerri. Eve second. Voted and passed.

Celeste discussed that we need an updated contact list of trustees and employees. We also need to make a list of all books in the conference room at Town Hall. We need to digitalize them. Further discussion needed.

Sue E. has notified the Town Clerk that she will be replacing outgoing member Eve Kummel on the building subcommittee.

Zt 8:35, Eve made a motion to close the meeting. Sue B. second voted and accepted.