GILMANTON CORNER PUBLIC LIBRARY

Board of Trustees Meeting

DATE: December 12, 2022

**Attendees:**

Trustees: Barbara Swanson, Sue Roberts, Sue Christie

Alternate: Deborah Fifield

Guest: None

Call to Order:

Chairman Barbara Swanson called the meeting to order at 3:00pm.

Review/Approval of Minutes:

Sue Roberts motioned that the November 14, 2022 minutes be approved, seconded by Barbara Swanson.

Treasurer’s Report:

All bills are paid and we are up-to -date.

Library Stats for the Month:

During November, we had: adults 58, adult books taken out 40, children 8, childrens books 6, young adult book 1, CD's 4 and DVD's 10, we were open for 18 days. Volunteer hours were 48.

Volunteers Report:

Deborah reported that the calendar for December is full and that the January 2023 calendar will be going out soon. It was decided that we would be closed New Years Eve (Saturday).

Old Business:

A list of Library Procedures handed out to the trustees. Copies of these procedures will be put into the white binder behind the desk with the other information and also on the bulletin board.

New Business:

Susan Roberts has been having problems with Quick Books and asked if she could take the computer to Staples to make sure everything is in order. Based on information from Susan Roberts, we are proposing to convert McAffee to Norton and work on creating an accounting spreadsheet for the auditors. Motion made by Barbara Swanson, seconded by Deborah Fifield.

Closing: Motion made by Sue Roberts to adjourn and seconded by Sue Christie at 4:00pm.

Respectfully submitted

Suzanne Christie

Scribe/Trustee

December 15, 2022

Next meeting January 9, 2023