

**Westmoreland Public Library
Board of Trustees Meeting
March 15, 2018
UNAPPROVED Minutes**

Meeting Called to order at 6:35 pm

Present: Steve Breck, Janet Hurley, Louise Slayton and Jayne Burnett

Minutes of 1/18/18 meeting were approved as amended.

Treasurer's report: Treasurer's report was approved.

Jan reported her intention to request a signature from the Library Director on all invoices for unusual expenses prior to making payment. This was a book-keeping suggestion made by the auditor. This change in process will begin this month.

After reviewing the treasurer's report, Steve offered a suggestion that we check with new owner of local phone service to see if there might be a better monthly charge for our phone service.

Old Business:

Patio repair: Jayne has spoken with Winkie Savard about the current status of our patio. The repair that was made last Fall has failed over the winter. Winkie will come take a look at it in the Spring when snow has melted.

Housekeeper: Board discussed our disappointment that housekeeper has decided to step down. The Board decided to have a further discussion with housekeeper to see if there are issues we can remedy so that they might reconsider. Louise will make contact.

New Business:

Evacuation Procedure: Jayne has met with Harry Nelson and talked with the school for suggestions about formulating an evacuation plan in case of fire. Of most concern is during school visits when there is a large group of children here. Louise will talk with electrician about cost of Mutual Aid connection and Jayne will talk with neighbors about procuring a designated location away from the library where

students will be directed in the event of a fire.

Brick facade under front steps: Louise made the Board aware of failed brickwork under the front steps. Issue deferred to next meeting.

Date of Next Meeting: **April 19, 2018**