

G.A.R. Library Trustees Meeting Minutes
 December 4, 2018
 7pm, G.A.R. Library

Present: Susan Babb, Marcia Sellos-Moura, Sandra Capo, Wendy Reed, Pam Atwood, Holly Cole, Ann Dooley, Amy Custance

Absent: Fred Chanania, Ginger Selman

Recording Secretary: Pam Atwood

Agenda Item	Outcome
1 Approve Nov. 2018 Minutes	November 2018 minutes unanimously approved. Pam will email all meeting minutes to Marcia to be posted on the website.
2 Director's Update	<ul style="list-style-type: none"> a. Warrants were all signed. b. All positions have been filled. Employees have begun working and have been training. c. Circulation is up slightly from last November. d. There is no update on FY20 budget at this time. Susan is waiting to hear from Angus. e. The deposit for the display case has been made and the case is in production.
3 Review new Confidentiality Policy	New confidentiality policy for the library was unanimously approved.
4 Review of proposed gift to library of Emory Sisters documents	Damon DiMauro has 2 diaries, a sketchbook, and several pamphlets and documents originally from Susan Follansbee and her husband. Mr. DiMauro would like to gift these items to the library. The diaries belonged to Sarah and Georgina Emory. Other documents include a farewell sermon from Glenn Tilley Morse, a pamphlet of Reverend John Beers, a memorial service pamphlet of Mary Anderson Poore, a document from Mary Hale Emory bequeathing money to her daughter who bought the land where the GAR Library now stands. The documents are in varying conditions. The Trustees voted to respectfully decline the gifts of historical documents including diaries and journals due to the fact we can not provide the special care and conservation the documents require. Marcia will contact the West Newbury Historical Society to ask if they could take and care for the documents. Ann will contact the Newburyport Library to do the same. Susan will then contact Mr. DiMauro.
5 Decision on January 2019 meeting date	The next Trustee meeting will be January 15 unless due to budget approval, another meeting date is needed. Susan and Marcia will contact the Trustees if a meeting is necessary.

6 Update on ongoing furniture and landscape projects	A new display case for Bicentennial documents is in production and will be delivered early in 2019. Amy is getting samples of the chairs to be ordered from Ethan Allen. Ann will research a specific sports book title to give to Terry Beaton. Amy said we do not need to do anything at this time for Save-A-Tree.
Review Action Items	Pam will email all meeting minutes to Marcia to be posted on the website. Marcia will contact the West Newbury Historical Society about accepting documents from Mr. Damon DiMauro. Ann will contact the Newburyport Library about accepting historical documents. Susan will contact Mr. DiMauro with ideas for donating the documents. Amy is getting samples of chairs. Ann is researching a book donation.
Next Meeting	Trustee's next meeting will be January 15, 2019.