**Draft**

**November 2016 Board of Trustees Minutes**

**Attending:**

Rachel Alexander: X;; Betsy Bloomer A; Heather Cooper X; Hurley Cavacas A; Anita Duch X; Sherri Durgin-Campbell A; Doris Farenkopf X; Joan Gamble X; Kay Jones A; Jude Endrizal X; Betsy Reddy A; Cathy Reynolds X ; Stephanie Romeo X; Abby Noland X; Randal Smathers A; (X is present, A is absent)

**Approval of October minutes. October minutes corrected. Joan moved to approve the minutes as corrected. Seconded by Cathy - Passage unanimous.**

**Theresa Clarke, our fiscal officer, introduced herself to the Board. She discussed financials and answered questions from the Board.**

**Monthly Financials:** moved to Finance report section.

**Assistant Director Report**: Randal did not attend.

**Director’s Report**

Bathrooms are done. Edgewood filmed a movie here and we got a nice poster from them.

**Committee Reports**

**Executive Committee:** Heather reported that Randal is on medical leave for a few weeks. Abby has developed a coverage plan for the Help Desk while he is out. Abby has taken on many of Randal’s responsibilities.

**Finance Committee:** Cathy explained the financials to date. The P and L and Balance Sheet were not sent to the full board. We are showing a $151,345 negative balance. About $75K of this is the annual depreciation on the collection, and another $75K is the liability for accrued vacation, sick and personal time. Joan explained that the accrued sick and vacation is never paid out twice, it is a liability since we owe it to the staff. Discussed how to present financials to the City at the Rec Department in a clear manner. The board will meet again on Monday at 5:30 or another time, with Michael Bandler, our accountant, to discuss the financials and how to present.

**Development Committee Report:** Solicitation Letters need to go out. Abby printed 75 letters and labels to be personalized and mailed.

**Building** **Committee** **Report:** Sherri was not present. Bathrooms are done.

**Executive Committee** **Report**:Executive Committee met to discuss financials. Continued

**Old business: None**

**New Business:** None

**Adjournment:** Rachel made a motion to adjourn, Jude seconded. Unanimously approved.