

Voluntown Library Board of Trustees Meeting  
November 13 2014  
Library 6:30

1. Call or Order
2. Agenda Approval
3. Approval of Minutes
4. Citizen Participation
5. Reports
  - A. Treasurer
  - B. Librarian
  - C. Committee
    1. Policy
6. Old Business
  - A. BOT Financial Management
    1. Accounting method
    2. Jewett City Bank Requirements
    3. Form for specifying amount of coins and bills
    4. Spreadsheet specifying what line item petty cash is from
    5. Petty cash: how much? At what point is more requested?
  - B. Genealogy section- Library Director input
  - C. Volunteer Recognition – details to be discussed in February/March
  - D. Website progress: Website-[www.voluntownlibrary.com](http://www.voluntownlibrary.com)
  - E. Quote for window repair
  - F. Clarification of use of substitutes
7. New Business
  - A. Schedule for building upkeep
  - B. Building Maintenance Expense funding
8. Suggested Items for Next Meeting
9. Adjournment

