

**LIBRARY TRUSTEE MEETING Final Minutes**  
**December 26, 2019**

Beth Forgione, Amy Magnarerelli, Judy Wilson, Beverly Mutrie, and Linda Coe were present. Barbara Tosiano, the Library Director was also present. Laura Pouliot, the alternate, was not present.

3:30 pm Amy called the meeting to order.

**MINUTES OF LAST MEETING:** Judy motions to accept the minutes of the November meeting as amended, Beth seconded the motion, all in favor.

**Acceptance of donations and unanticipated funds for November, 2019** \$534.95 Beverly motions to accept \$534.95 in unanticipated funds. Judy seconds the motion, all in favor.

**TREASURER'S REPORT:** We will have about \$3600 left in the account, with 3 or 4 bills still outstanding. Beth is still waiting for a wages and benefit statement for December. Beverly made a motion to pre-pay \$2500 worth of oil for this heating season, Judy seconds the motion, all in favor. We will be returning any leftover funds to the town. We might want to look into buying more Vanguard funds with our donation money in order to get better returns than what Citizen's Bank is currently paying. Linda and Beverly will start doing some research and make recommendations for possible investments in January.

**DIRECTOR'S REPORT:** Circulation is way up. Barbara is thinking that the "1,000 books before kindergarten" program is a big part of that. The 55 new patrons for this year are mostly new residents. The first cookie exchange program was a success. In January we will have a program on Egypt. There are already pictures of Egypt hanging in the library. We had a major roof leak on Dec. 14 (day of cookie exchange). The roofers need to come again when there is no snow on the roof to take a look from the outside. They had no suggestions of what could be causing the leak, and will hopefully deal with the problem. Barbara filed an "incident report" with Primex (our insurance company) and they will contact the roofer's insurance company. If we need to do any remediation, there will be a claim filed to recoup those costs.

**CONTINUING BUSINESS:**

**Warrant Articles-** For Articles 16,17 and 18, we haven't changed any wording. We neglected to correct the November minutes to say that Article 16 is contingent on the passage of Article 17. Article 17 is contingent on the passage of Article 16. Article 18 is contingent on the passage of Article 17.

**Final wording of Article 19:** "To see if the town will vote to raise and appropriate the sum of \$25,000 to be used to fund maintenance, improvements and special initiatives for the Library, including but not limited to a new walkway from the Library to the Safety Building. This sum to come from Library donations and invested funds. No amount to be raised from taxation. Library trustees to be the agents to expend. NO TAX IMPACT. "

**Records Retention-** nothing new to report

**Parking Lot/Walkway-** We got an invoice from the engineering company for their work. The question about where the septic field for the Safety Building is located is still up in the air. The town can't find

the plot plan; Beverly is still trying to track down the Building Inspector to see if his office has a copy.

Use of space in teen area/program area- Unused furniture was gotten rid of, giving us a little more space. Moriah is coming out on Jan. 10 to take a look and will speak to the staff about space usage.

Friends meeting report- Judy said that the Friends of the Library are looking for a Young Adult author to present a program.

### **ACTION ITEMS:**

Year End Budget Assessment- See above in treasurer's report.

Trustee candidates need to register-Beth and Judy's terms are ending in 2020. They will both register as candidates. Registration begins on Jan 22<sup>nd</sup>.

### **NEW BUSINESS ITEMS:**

Proposed Bedbug Policy- Judy contacted the NH Library trustees and the NH Municipal Association who shared everything they had about bed bug policies. Judy considered all materials given to her before she wrote this document. Beverly wondered if we should call this a "Pest Policy" to cover silverfish and other pests that can destroy books? There is a portion of the bed bug policy that discusses other pests. After some discussion, it was decided change the title to bedbug/pest policy. The director needs to contact the patron, but will not contact the health department because of confidentiality. The only change we need to make to the policy as written, is in the title. Everything else looks OK. Linda made a motion to approve the bedbug policy as the Bedbug/Pest Policy, Amy seconds, all in favor.

Year End report- There was a typo under the staff section. List programs sponsored by the Friends and programs sponsored by the Library separately. Move grants to after Children's Programs. At the end of the report, we should add Judy's job title as the "Friends of the Library Liaison". Barbara needs to submit this report to the town by Jan 9<sup>th</sup>.

Changes to the trustee time-line for 2020 – we need to discuss salaries in February. Policies to review this year include: Behavior, Displays and Exhibits, Internet use and Privacy, Subpoena and Search Warrant Policy and Procedures. Long range planning can be discussed in Jan/Feb.

### **NON-PUBLIC SESSION:**

### **PUBLIC COMMENT:**

CORRESPONDENCE: Amy had 2 letters to read. A thank you letter from Barbara, and a thank you card from John Ashak for a gift card we presented to him.

Judy made a motion to adjourn at 5:20 pm, Beth seconded, all in favor.

**NEXT MEETING:                    January 23, 2020 at 3:30 p.m.**