

## Library Trustee Meeting Final Minutes

July 26, 2018

Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Wilson and Linda Coe were present. Barbara Tosiano and Larry Smith were also present.

Amy called the meeting to order at 4:00 pm

**Minutes of last meeting:** Judy motioned to accept the minutes of the June meeting, Beverly seconded the motion, all in favor.

**Acceptance of donations and unanticipated funds for June-** Beverly motions to accept \$52 in unanticipated funds, Judy seconds the motion, all in favor.

**Treasurer's report-** Beverly noticed that Technical Equipment/software was way above budget. This is because the lectern was accidentally placed in the category. Beth will move that to the correct category which is furniture and fixtures. Other professional services was high because of the testing of the alarm system. That only happens once a year. Beth added the Vanguard funds to the Treasurer's Report. The Vanguard funds have gained \$459.56 since they were purchased 5 months ago. Beth was wondering when the first round of budget numbers are due? Amy thought that September was when the selectman were looking for a first draft of our budget. Right now we are increasing our maintenance budget to cover increase in maintenance costs. We may go through the CIP for air conditioning compressors. Beth thinks we should ask CIP for generator and air conditioning compressors. If they deny it, we can put it into our maintenance line.

**Door-** needs to be resolved this year. The House Doctor will not do the install, because Middleton sent the wrong door twice. There is no salesman as the guy from Middleton lumber quit. Barbara tried calling Pella to give a quote, but it would be a wood door, which we do not want. Beth recommended a guy named Nick in Portsmouth. Portland Glass can quote a Thermantr door. Judy would also provide a contact name from Selectwood. Barbara will start shopping for doors ASAP.

**Director's Report-** The children read 10,000 more pages this summer than last summer. Carol reported that there were a lot of new faces in the crowd for programs, representing new families in town. 5<sup>th</sup>-8<sup>th</sup> graders is a dwindling group- Carol suspects they are all too busy with sports. Grown-up summer reading has 95 participants. Jessica Shattuck is rescheduled for August. Barbara is planning fall activities. Beverly mentioned the parking problem again. At the very least, a sidewalk between the town hall, safety building and library would work so that we can all share parking. Beth will talk to Jay Lord and Robby Dirsa about this plan and report back next month.

**Continuing Business:**

**Safety and security policy-** we went over some final edits to the policy. Some questions arose over asking a patron to leave for viewing pornography on Library computers. This is mentioned in our computer use policy. Barbara didn't think we should explicitly state this in our Behavior Policy which is posted at the circulation desk.

**Building Addition:** The parking issue needs to be solved before the building addition. Barbara will discuss addition ideas with the staff.

**Bookkeeping:** will be done at the Library in August. Beth and Tina will be doing it in parallel to make sure everything works as planned.

**Generator Electric:** Amy discussed the layout of the generator and propane tank. The generator will go behind the shed, the tank would go between the shed and the museum. There were questions over where the electric line will go. Amy will call digsafe to make sure all is clear before they run the electric line.

**CIP:** We would like to set up a fund to do maintenance on the library for the next several years. If we are replacing air conditioning compressors is it maintenance or a Capital improvement? If it costs more than \$5000, it needs to go through the CIP. Amy talked to Lori about this and she suggested speaking to the CIP first. If the CIP fails to come through, we can place a warrant article on the ballot next year to raise funds. Worksheets for the CIP need to be in by August 16<sup>th</sup>. Amy will write up the CIP form for the air conditioning compressors and the generator.

**Alice Brown-** is a local author from the early 1900's. UNH has all of her books. Do we want to borrow them back for a special exhibit for the tricentennial? Barbara says we have some of her books here already. Barbara can find out what UNH has and how or if, we can borrow the books.

**New Business items:**

**Telescope update-** Judy contacted the head of the NH astronomy club, Marc Stowbridge of Tamworth NH. He started the Library Telescope program! He gave Judy a list of YouTube tutorials on how to use the telescope. We will print and laminate them and attach to the telescope. There is a group of people in NH who will do skywatches and will bring their own big telescopes. We could arrange to have them come to Gov Weare Park some night. We may need to work with the recreation department on this. Judy will talk to the Friends of the Library about doing this program, and Barbara will speak to Lori about insurance coverage.

Judy will attend the Friends of the Library meeting in August and discuss buying a NH Park pass for \$110. This will be included in backpacks with nature guides that families can sign out. There had been some discussion about the Friends holding a wine tasting soon.

Judy made a motion to adjourn at 5:55. Beth seconded, all in favor.

**Non-Public session:** not needed

**Next meeting: August 23, at 4:00 PM**