

LIBRARY TRUSTEE MEETING final minutes

January 24, 2018

Beverly Mutrie, Beth Forgione, Judy Wilson, Laura Pouliot and Barbara Tosiano were present. Laura Pouliot was attending as the alternate and will be voting this evening. Richard McDermott, Amy Magnarelli and Linda Coe were not able to attend.

Beverly called the meeting to order at 5:08 pm

MINUTES OF LAST MEETING:

Judy made a motion to accept minutes, Laura seconded, all are in favor.

Acceptance of donations and unanticipated funds for November, 2017 \$270.50 for this month.

Beverly motioned to accept \$270.50 in unanticipated funds, Judy seconded, all are in favor.

TREASURER'S REPORT: Year end reports and paperwork were provided to the town and town auditors as required. The results of the audit identified one issue in the process which needs to be addressed. A request has been made to move the invoice payment processing to the library and to use library equipment. We agreed the processing needs to occur on a dedicated device kept in the library and that checks can be kept in the library safe. The treasurer and director will work with our computer advisor and the bookkeeper to move the process to the library over the next few weeks.

DIRECTOR'S REPORT: The Santa program had a good turn out; always a popular event for both parents and children. Carol Sanborn hosted a meeting of the Children's Librarians of the Seacoast where she gave a presentation and new programs were discussed. The State of New Hampshire Interlibrary loan system is currently not functioning. Unfortunately the state has not announced a new alternative or timeframe for a new/repaired system. In the interim arranging loans from other libraries is being handled manually by phone and email. The heating issues have been resolved except in extreme cold (as we all experience in our own homes). The situation will be addressed by not lowering the thermostat at night on particularly cold days so the library will be warm when patrons arrive. The new donated bookcase has been installed and looks lovely. The program on Nepal was a big hit and well attended. Scott and Sharmila Faiia did a fabulous presentation. Up next is "Chocolate" on the evening of February 7 and Lindt will be providing treats. Candidates night is February 20. The staff came up with ideas to refresh TGIF and will now include board games, coffee and cookies. Another idea for a library activity is to do a cookbook book club, most likely a Saturday.

CONTINUING BUSINESS:

Side Door Replacement is pending.

Generator topic is on hold for this month. We will put on the agenda for next month.

The air conditioners are getting old and may need to be replaced soon. We should be putting in a warrant article to start setting money aside for their replacement. We will need to get estimates to prepare this article. Barbara will follow up with John Rochileau for an estimate.

Judy presented the research of the vendor products for a lectern. Next step is to submit a request for an alternate quote. Next month we will review the alternatives and make a selection, if possible.

NEW ACTION ITEMS:

Move the invoice processing to the library. (Barbara, Beth)

Get an estimate for new air conditioner compressors (Barbara)

Get a second quote for a lectern. (Judy)

Put the results of the survey on the web site. (Barbara)

NEW BUSINESS ITEMS:

Trustee candidates need to register by February 2.

Tercentennial – does the library have something to contribute to the event?

Survey – Judy and Laura shared the results. Meeting space appeared to be key for most. Parking and seating improvements are areas of opportunities. Action items from the survey? Put the results on the web site. Should do again in a few years.

Snow policy was discussed briefly.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: February 28, 2018 at 5 p.m.

Laura made a motion to adjourn at 6:39 pm. Judy seconded the motion, all in favor.