

**LIBRARY TRUSTEE MEETING Final minutes**  
**November 17, 2016**

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, John Ashak and Linda Coe were present. Laura Pouliot was attending as the alternate library trustee. Barbara Tosiano was also in attendance with Richard Mc Dermott attending as the selectman's representative.

Amy called the meeting to order at 5:30

**MINUTES OF LAST MEETING:** Beth makes a motion to accept minutes of Oct. 27 as amended, Beverly seconds, all in favor. John made a motion to accept the November 4 minutes, Amy seconded the motion, all in favor.

**Acceptance of donations and unanticipated funds for October, 2016** Unanticipated funds for October = \$74.50 Beverly motions to accept, John seconds, all in favor.

**TREASURER'S REPORT:** Not a lot to discuss. Beth submitted line item changes for the 2016 budget, and gave Lori our 2017 draft budget (benefit numbers for 2017 are still not known, so this will probably change). Our bottom line budget should be very close to last year.

**DIRECTOR'S REPORT:** Beth wondered if Barbara includes in the end-of-year report to the town how many programs (with attendance) we do per year, and our circulation statistics? We had 25 people to see Ramblin' Richard's program on Tuesday. They came from many surrounding towns; not just Hampton Falls. Adult yoga classes are full for November and December. Santa Party is Dec. 3<sup>rd</sup>. We need donations of baked goods.

**CONTINUING BUSINESS:**

**Building repairs update** – the snow guard rail has been installed on the roof edge. Let it snow!

**Budget-** Next month, Beth will have an up to date projection for us. The budget for next year totals \$165,570. John makes a motion to accept the budget for 2017 for the total of \$165,570 with the line item changes as discussed at our Nov. 4<sup>th</sup> meeting. Beverly seconds, all in favor.

**CIP-** nothing to discuss.

**Warrant Articles-** we are putting in a warrant article to collect \$6,000 to put towards painting and fixing trim.

**Maintenance-** we haven't had any work done this month. Barbara re-set the thermostat so that the building will be warm when they open it, and it seems to be working.

**Mailbox Post-**Richard has not purchased the post yet.

**ACTION ITEMS:**

**AV Policy** – Part of a line got erased on the final copy; Amy will fix that. John also pointed out a couple of spacing errors. Linda made a motion to accept the AV policy as amended, John seconded, all in favor.

**NEW BUSINESS ITEMS:**

**Salary survey-** Amy printed out 2016 salary comparisons from the Seacoast Area Library consortium. We have a salary range for all of our jobs, but have never changed them since we adopted them in 2012. We agree that it is time to reassess our salary ranges. We should put on our annual calendar to update salary ranges in September or October every year.

**Change Dec. 22 Meeting date** to Tuesday Dec 20<sup>th</sup> at 5:00 pm.

**Device to notify heat failure-** would cost us \$38.00, and will send out an alert over wi-fi. Seems like a good investment. We may need a battery back-up on the Wi-fi to do this? If power goes out town-wide, we should get someone over to check the temperature in the building.

**Investment policy-** we need to address this next year, as interest rates are looking up. (January-February time frame?).

**Review Technology plan** next year?

7:00 pm Motion to adjourn by Linda, seconded by John, all in favor.

**NON-PUBLIC SESSION:**

**PUBLIC COMMENT:**

**CORRESPONDENCE:**

**NEXT MEETING:** Dec. 20, 2016 at 5:00 pm