

**LIBRARY TRUSTEE MEETING Final minutes**  
**September 28, 2017**

Beverly Mutrie, Beth Forgione, Judy Wilson, Amy Magnarelli, and Linda Coe were present. Barbara Tosiano was also in attendance. Laura Pouliot was attending as the alternate, but was not voting this evening.

Amy called the meeting to order at 4:30

**MINUTES OF LAST MEETING:** Beth motioned to accept the minutes of the last meeting. Judy seconded the motion, all in favor.

**Acceptance of donations and unanticipated funds for August, 2017**

Unanticipated funds for August = \$57.25 Beverly made a motion to accept, Judy seconded, all in favor.

**TREASURER'S REPORT:** not this month

**DIRECTOR'S REPORT:**

Our circulation was up in August over last year. Barbara attributes the adult reading program raffle to the increase. The entire library staff participated in CPR training and are now certified. Barbara will be attending the NELA conference.

Barbara has had 5 or 6 resumes for the open Library Assistant position for 19 hours per week. Once she selects a few candidates, interviews will be held.

Fall garden clean-up- the lawn service usually does the garden clean-up. This needs to be scheduled.

**CONTINUING BUSINESS:**

Investment Policy – Most of the paperwork has been signed. There are still some questions about who needs to sign elsewhere. Someone should call Vanguard to straighten this out.

Side Door Replacement- We have 2 estimates for replacing the side door. Middletown lumber quoted a set of fiberglass doors (\$3200), and recommended a carpenter Jim Scaccia (aka the House Doctor of Stratham) to do the work. Jim quoted \$4900-5200 for cost of doors and installation. Portland glass estimated it would cost \$7950 to do the same work, but would replace the doors with aluminum doors. The door sill needs to be rot resistant material. Barbara will check to see that that is specified in Jim's quote. Beverly makes a motion to spend up to \$6000 to replace the doors, Beth seconds the motion, all in favor. If the cost changes significantly, we will have to re-visit.

Outside work and landscaping –Beverly would like to put a large planter (tub?) over the culvert to the right of the door. Beth and Beverly will shop for the appropriate container since they are on sale now. Beverly makes a motion to purchase a tub and soil for less than \$100, Beth seconds the motion, all in favor. We can plant it in the spring.

Generator-Amy has not heard back from the electrician. Laura gave her the name of another electrician to try. Beverly will talk to Glenn Aldrich about building a shelter for the generator. Amy will send Beverly the measurements.

**ACTION ITEMS:**

Prepare presentation for Selectman- Beth did the presentation already. It took about one minute, and the selectmen seemed to be happy to hear that our budget will be flat again this year. We will need to encumber money for some of the trim work that has not been done yet, unless it can be done before the end of the year.

2018 Budget Review - we will be purchasing Chrome books for patron use next year.  
Oil prices- we were wondering if the price for oil has come out for this year?

### **NEW BUSINESS ITEMS:**

Meeting room- We have some ideas for what we would like to do to revise our space. At some point we should think about hiring an architect to get some ideas for what we could do. After some discussion, it was agreed that for now, we should start a list of some of the ideas we have.

Lighthouse program on Oct. 3 - Barbara would like trustees to be here at 5 to help set up chairs. Amy will pick up cider and doughnuts. Judy will place patron questionnaires and bookmarks on the chairs. There will also be a survey from the NH Humanities Council that needs to be filled out after the program. Barbara will give a short talk about upcoming programs. Barbara might raffle off a Lighthouse book. Raffle tickets can be given out to people who fill out the survey.

Survey monkey survey- has had 7 respondents. Judy would need to get 1100 folded questionnaires to the town office by next week (Oct 5) if we want them to go out in the tax bills. Judy needs instructions for what respondents can do with the completed survey. Judy and Laura will draft a paragraph to put on the survey to inform people how they can return it. Laura will also ask if the tax collector will put aside any surveys that get returned to her. We will fold the inserts ourselves. The price for printing should be about \$77. Judy will call Staples to get an estimate for using our own copy paper vs using their paper.

5-year plan for capital improvements to the building- We discussed 5 year plan for capital improvements for the library. Carpets will probably need to be replaced by 2020. Furniture- seems OK. A bookcase for the historical books will be purchased in 2018. Barbara is looking to find something for under \$2000. Beverly would like to see us get a storage cupboard for the Accucut dies and for craft supplies. New storage in meeting room would be around \$500. The outdoor sign needs some work. The outdoor shed also needs some painting and siding repair. For landscaping, we need to have compost applied to the flower beds. Parking lot/sidewalk- the bollard with the light on it needs to be straightened out. Under technology, Amy listed the Chromebooks we will be purchasing next year.

**NON-PUBLIC SESSION:** Not needed

Linda makes a motion to adjourn at 6:15. Beverly seconded, all in favor.

**PUBLIC COMMENT:**

**CORRESPONDENCE:**

**NEXT MEETING:**                    **October 19, 2017 4:30 pm**