

LIBRARY TRUSTEE MEETING Draft minutes

April 25, 2019

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

Amy called the meeting to order at 2:00.

MINUTES OF LAST MEETING: Beverly motions to approve the minutes as amended, Beth seconds, all in favor

Acceptance of donations and unanticipated funds for March, 2019 Beverly made a motion to accept \$244.50 in unanticipated funds. Amy seconds the motion, all in favor.

TREASURER'S REPORT: Electric bill is higher than expected, because we are now on a 6 week billing cycle. For some bizarre reason, they also billed us a month ahead because they think we are a commercial entity. Barbara has been on the phone for hours trying to straighten this out. If this continues, this budget line will be over budget. Larry mentioned that legal counsel signed off on the new electric contract for Rockingham County municipalities, so we will join in on this initiative. Other budget categories that appear high are because they are paid early on in the year.

DIRECTOR'S REPORT: Circulation is up because we were not closed due to bad weather in March. Barbara went to a workshop on Policies. One issue comes up with children's cards in all NH libraries- if a child has an overdue book, the librarians cannot tell the parent what the book is due to privacy laws. Our staff makes sure parents are aware of this before a child gets their own library card. We have an Instagram link on our webpage. Fire alarms have been tested. Cookbook club this month was fun. Herbfarmacy program was fantastic! Rita stayed to answer questions until we closed at 8. Carol's farewell party is coming up next month. Annual Adult/child Tea party was held yesterday. We have QR codes on our backpacks and on signs for the backpacks that link to the video about backpacks.

Continuing business-

Report from Friends meeting-Judy did not attend the most recent meeting. Many folks don't realize that their Friends membership needs to be renewed each year. Maybe the Friends can offer a "lifetime" membership at a higher rate?

Update on Backpacks- One of the backpacks was checked out recently. There is a photo of what's inside each backpack that can be displayed to help generate interest.

Records retention- We discussed the list that Amy sent out. Much of the stuff is the same as what we've been doing. We do need to clean out some of the paperwork in the attic. Donations and Bequests-many of the bequests are given to the trustees of the trust fund for them to invest and administer. We need to keep track of if the bequest is for a specific donation area.

Update on winter snow removal- Beth wrote up the requirements and gave them to Lori to be included in the next bid cycle. Salt from the plow company is put into a 5 gallon bucket for spreading on the sidewalk. We may not want to use this type of product on the concrete walk as it will cause pitting.

Update on electrical rates- our electrical supplier contract expired, and we were on a month-to-month with them which is a higher rate. Barbara switched us back to UNITIL until November when our contract comes up again. Our Rockingham County Planning Commission consortium might come through by then.

Action Items

Investment information- People's United would like us to move all of our business to them. They are offering 0.05% interest on checking, fee structure is the same as at Citizen's bank, money market is paying 0.2% interest. Although these rates are slightly higher than Citizen's bank, there would be much paperwork involved in transferring funds. Beth is suggesting that we invest in two more CD's at 3% interest at People's United with money from our donations account so that we can get good interest. We could sell a CD if we need the

funds. Beverly makes a motion to purchase 2 more \$50,000 CD's at 3% interest for 2 years at People's United Bank. Judy seconds the motion, all in favor.

Options for financing the air conditioning condensers – Beth wrote up a summary of different funding mechanisms to purchase air conditioning condensers. We would prefer an expendable trust that is managed by the trustees. We should give the selectmen options for how to do this, with our recommendation. Beth made a motion to bring this document to the selectmen with our recommendation to establish a Library Expendable trust fund with Library trustees as the agent to expend and ask the town to fund it for \$8,000 per year over 4 years. Amy seconds the motion, all in favor.

Garden Maintenance Planning- Mainly Grass is taking care of the lawn. We need to find someone new to weed the flower beds. Judy will ask her neighbor who they are using to take care of their flower beds. If we are unable to find someone to maintain the flower beds, the trustees will schedule a gardening day to weed.

National Library Week- Amy did not buy gift cards yet. We agreed that \$25 gift cards would be a good gift for staff.

New Business items

Parking lot- Dick Robinson spoke to Bell and Flynn (town's paving contractor) and came up with a ball park estimate for \$57,000 for 26 parking spaces and catch basins for a parking lot to be located between the library and the safety complex. Paving is \$13,500, around \$40,000 will be for grading and underlayment. Trees would need to be removed before construction begins. Maybe we can come up with a way for each group in town to pay 1/3 of the cost? We would need to get approval at town meeting to spend our donation money on this. We would also need to put this out for a formal bid.

Memorandum of Understanding - an agreement we were going to write with selectmen about overall maintenance. The two documents Amy sent were almost identical. We will wait until after the presentation on the air conditioning compressors to see how receptive selectmen are. Barbara will resend links, Judy will combine both documents. Once we have a draft, we can bring it to the town.

NON-PUBLIC SESSION:

Amy made a motion to go into non-public at 3:55 for the following reason:

RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

Judy seconded the motion, and a roll call vote to go into nonpublic was taken with all votes in the affirmative.

Amy motions out come out of non-public at 4:20, Judy seconds, roll call vote out all in favor. Amy made a motion to seal the minutes, Judy seconded, all in favor.

Linda made a motion to adjourn at 4:30. The motion was seconded by Beth, all in favor.

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING:

May 23, 2019 at 4:00 p.m.