

LIBRARY TRUSTEE MEETING Draft minutes

Aug. 23, 2018

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

Amy called the meeting to order at 4:04 pm

MINUTES OF LAST MEETING:

Judy moved to accept minutes of the July meeting as amended, Beverly seconded the motion, all in favor.

Acceptance of donations and unanticipated funds for July, 2018

Judy motioned to accept \$100 in unanticipated funds for the month of July; Beverly seconded the motion, all in favor.

TREASURER'S REPORT:

The Vanguard fund has gained \$1640 since February. Beth needs to submit the budget by early September. We will go through the current treasurer's report line-by-line and use this as a basis for next year's budget. Payroll is on target. Book processing supplies were bought at the beginning of the year, so even though they are high, we should have enough to last till the end of the year. Maintenance and repairs line item looks to be lower than expected at this point in time. We recently had a coolant leak in the Air conditioner-that is \$400 not including labor. We are still waiting on some maintenance work as well. We discussed adding some better signage both indoors (label books by topic rather than the Dewey Decimal system?) and outdoors (signs pointing to the reading garden). After some discussion, Beth stated she is comfortable with a level-funded budget for next year. If we offer raises, the budget may need to go up a little. The personnel line can't be determined until we get the costs for benefits, so we have some time on this. Beth can look at the numbers again assuming a 3% increase in the salary line.

DIRECTOR'S REPORT: Barbara and Beverly went to UNH to see the Alice Brown books. They have about a dozen books written by Alice Brown. As long as we are able to display the books in a locked case out of the direct sunlight, in a climate controlled building, we can borrow them for as long as we would like. Barbara spoke to the Rotary Club and told them about summer reading and "all of the things the Library has that you probably haven't heard about." Barbara will volunteer for Rotary's booth at the Seafood Festival. Friends of the Library have been listed as beneficiaries of new casinos in Claremont and Lebanon. One of the Friends has to go up there every day to sign paperwork. Activities for the fall have been planned out. September 26 is a dinner benefit at Margarita's. Jessica Shattuck's presentation was outstanding and had 20 attendees.

CONTINUING BUSINESS:

Safety and Security Policy- Beverly made a motion to accept as amended, Judy seconded the motion, all in favor.

Building Addition- nothing this month. Barbara asked the Staff for any input on things they like in other libraries and they said they liked the "cavern" at Lane Library- a big empty room with a stage. A question was asked about building up rather than going out, but accessibility would become an

issue. Laura will start looking into how close to the lot line we can get. Larry said that municipalities don't have to follow the same rules as everyone else as far as lot setbacks go.

Side Door- Barbara contacted 11 contractors to give an estimate to repair the door; four gave estimates. Many of the estimates were higher than expected. Beverly made a motion to accept the lowest bid (\$3400) from Robert Moran to install a fiberglass door. Amy seconded the motion; all in favor. Robert will need a check up front for the purchase of the door. Beverly then made a motion to approve up to \$5000 on the purchase and installation of the door since there may be more rot than expected once the trim gets taken off. Judy seconded the motion, all in favor.

CIP- John needs to get us information on the make and model of air conditioning compressors before the CIP meeting. Laura will see if she can find a HVAC person to get an estimate for the air conditioning compressor. Amy has 2 CIP documents to send Lori Ruest. One is for the generator and one is for the air conditioning compressor. We should read them over and send any comments to Amy.

Friends meeting- Judy attended the Friend's meeting and was asked to be the liaison from the board. The Friends were excited about the backpack idea and will purchase a park pass. They will purchase the pass in January as they are good for the calendar year.

Generator- If we put the generator near the shed, it will be too far to run the wiring. We need to go back to the plan of having the generator out back near the air conditioning condenser units. The propane tanks need to be in the back of the building too. Larry read a ruling from the NH municipal association that cleared up an interpretation of the law regarding what the library trustees have control of versus what the town has control over. The Library Trustees need to place a warrant article for improvements outside of the library as well as inside. We still need to ask the public safety folks if they would be willing to share parking lots and put a walkway in between. For maintenance, we can either do it through budget or place a warrant article. We should establish a capital reserve maintenance account through a warrant article if CIP does not approve our items.

ACTION ITEMS:

NEW BUSINESS ITEMS:

Future meeting dates-Barbara will be leaving on vacation and would like to have the meeting Oct. 18th at 4 pm. Our meeting in November would be on Thanksgiving, so we decided to move it to Nov 15th at 4, and The December meeting would be the week between Christmas and New Year's, and many trustees may be away visiting family. It was decided to move the December meeting to the 20th at 4pm.

Reimbursement for Carol's yoga class-Carol recently received another yoga certification. This is for yoga for athletes. Carol thought that this type of class might appeal to some of the teenagers in town. Beth motioned to reimburse Carol \$160 for her yoga certificate. Judy seconded the motion, all in favor.

NON-PUBLIC SESSION:

Merit Awards

Amy made a motion to go into non-public session for reasons cited under RSA91-A:3,II (a), Beverly seconded the motion, all in favor.

A roll call vote was taken at 6:03 pm to go into non-public session; all in the affirmative.

Amy made a motion to come out of non-public at 6:14; Beth seconded the motion. A roll call vote out to come out of non-public was taken; all in the affirmative.

Linda made a motion to adjourn at 6:20, Beth seconded the motion, all in favor.

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: September 27 at **4:00 p.m.**