

Final Minutes LIBRARY TRUSTEE MEETING
August 25, 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 5:00 pm.

MINUTES OF LAST MEETING: Beverly made a motion to accept with minor edits, Amy seconded, all in favor.

Acceptance of donations and unanticipated funds for July, 2016 \$605.50 including a \$500 donation from the Pimentel family for summer reading next year.

TREASURER'S REPORT: "Benefit Strategies"- is way over budget. Unemployment and Social Security also appear to be off. Beth will double check with Lori Ruest to make sure there was not a mistake on the salary report.

DIRECTOR'S REPORT: Summer reading has ended. Nancy Stiles (state senator) visited the library and spoke to Carol about presenting an award to the children who read the most books this summer. The Department of Labor was here to conduct an inspection; they did this for all town offices. We will need to install an eyewash station (probably in the workroom) to be in compliance. Staff evaluations have been completed. Barbara needs more books for the book sale! Air conditioner has been fixed; a capacitor was blown on unit 3. It was replaced by John Rocheleau for a cost of about \$600. The Friends group has been very active organizing all types of events for the fall.

CONTINUING BUSINESS:

Building repairs update- Beth has paid the initial fee, and roofing work has been started. The roofers did find some problems with the Hardy plank boards near the edge of the roof (where roof meets clapboard) that were not primed, and have absorbed water. At this point, we're not sure how much extra it will cost to repair the boards. John will get an estimate of how much this will cost to repair. If the cost to fix the Hardy plank boards is under \$3500, Beverly makes a motion to have the roofer fix the boards. John seconds, all in favor.

Reimbursement for bike rack repair-done

Reimbursement for Carol Sanborn's yoga training-Beth needs an invoice and she can cut Carol a check.

Garden Maintenance- Beth will check in with Carlos to see what needs to be done. Beth has not been shopping yet for hydrangeas. We are a little concerned about how the plants look with the drought; maybe we should wait until next spring?

AV Usage Policy- postpone until next month.

ACTION ITEMS:

NEW BUSINESS ITEMS: Budget

We will need to increase the internet category for next year, as that cost is going up. Our electric bill went up a little. Barbara will shop electricity providers to see if we can get a better deal elsewhere. Oil is less than last year, so we might be able to decrease that a little bit. Office supplies were up a little. Leave building maintenance as it is.

Discussion of "Other Property Services" line item. Land maintenance should be included under property services next year? Some of this work is contractual. Maybe all of outdoor maintenance should be under one line?

Unitil did an energy audit on all town buildings last year. They never gave us the results, but we may be able to qualify for a grant to replace some of our lighting with more energy efficient LED lighting. Maybe we should make it a goal to change over some of our older fixtures to LED as they burn out?

Conference budget-leave the same.

We don't know what benefits are going to be for next year. We also need to discuss salaries for next year. So far, the non-personnel part of our budget for next year looks pretty much the same as this year.

Our current Library Aids should be promoted to Library Assistants since that is the job they are doing. Library part-timers should be under consideration for raises next year. We don't have to commit to salaries until November.

Beth will ask Lori to send her up to date salary/benefit figures and get them out to us.

NON-PUBLIC SESSION:

Amy made a motion at 6:30 to go into non-public session to discuss personnel matters, John seconded; a roll call vote was taken, all in the affirmative

Beth motions to go back into public session at 6:48, John seconds. A roll call vote was taken to come out of non-public session, all in the affirmative.

Beverly made a motion to seal the minutes of the non-public session, John seconded the motion, all in favor.

Motion to adjourn by Beth at 6:50, John seconded the motion, all in favor.

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: September 22, 2016 at 5:00