

**LIBRARY TRUSTEE MEETING Final Minutes**  
**March 28, 2018**

Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Wilson and Linda Coe were present. Laura Pouliot was attending as an alternate this evening, but will not be voting. Barbara Tosiano was also present. Larry Smith attended his first meeting with the Library Trustees as the selectman's representative.

Amy called the meeting to order at 5:00 pm

**MINUTES OF LAST MEETING:**

Beth moves to accept minutes as amended, Beverly seconds, all in favor.

**Acceptance of donations and unanticipated funds for February, 2018** Beverly motions to accept \$328.50 in donations and unanticipated funds for the month of February. Judy seconds the motion, all in favor.

**TREASURER'S REPORT:** will be given next month. Bookkeeping will be moved to the Library on a test basis next month.

**DIRECTOR'S REPORT:** It snowed a lot! The library had no power on the 8<sup>th</sup> and 9<sup>th</sup> of March. Barbara attended a Library Advocacy workshop in Hooksett. Carol recently submitted a grant proposal to the "Kids Books and the Arts Program" and was awarded \$250. Queen Victoria program had 58 attendees! Cookbook club met on Saturday, good food was shared by all. Author Jessica Shattuck will be speaking at the library on April 10<sup>th</sup>. Wellness fair will be held at the Library on May 9th. We have 20 people who have agreed to present at the Wellness fair. Door replacement should happen in April.

**CONTINUING BUSINESS:**

**Inclement Weather Policy-** Beverly had a few corrections on formatting. Beverly made a motion to accept the policy as amended. Judy seconded the motion, all in favor.

**Generator-**We can discuss this next month or the over the summer? We should have a decision made before winter. The town is currently accepting bids on generators. We were wondering if there was any cost savings from piggy-backing with the town on a generator purchase?

**Lectern-** We had questions at the last meeting about what the actual materials are. The base of the Amplivox lectern is made out of MDF (a particle board type of product). The Amplivox lectern does not come with a light, but one can be added for a relatively small cost. It also comes with 2 microphones, a wearable and a portable one. Amplivox is in the process of developing a battery pack that will fit into the older models of lecterns. The current model of lectern will need a power source. Judy also passed around samples of the finishes that are available. The price for what we want from Amplivox is \$1263.63 with free shipping. Beverly motions to spent up to \$1500 on a lectern with a light from Amplivox. Beth seconds the motion; all in favor, with Judy abstaining.

**Air Conditioner Compressors-** We do need to start setting money aside for eventually replacing the air conditioner compressors. Amy submitted a five year plan to the town and was turned down by the Capital Improvement Planning (CIP) Committee. How do we begin setting aside money for this? We already have a capital reserve fund for painting and trim maintenance. Can we set up a similar fund for replacement of the air conditioning units? Larry advised that anything having to do with

maintenance does not have to go through the CIP, as it is not an improvement, it is just maintaining what we currently have. Do we need a warrant article to start setting money aside for the air conditioners and other maintenance items? Our parking lot also needs some maintenance, restriping and the granite curbing repaired.

**ACTION ITEMS:**

Update By-laws, next month do a walk-around to see what needs to be done for garden and outdoor maintenance. Staff appreciation is coming up. NHLTA annual meeting is in May.

**NEW BUSINESS ITEMS:**

Newly elected Trustee needs to be sworn in- this has been done.

Sign Code of Ethics – Amy passed this around for all of us to sign.

Review By-laws- Beth has a version from 2016 and thinks there are a few things that need to be changed. Beth thinks we need to define a quorum? Is two trustees and an alternate a quorum? Under financial stuff- Beverly thinks we need to spend interest income from the money the trustees of the trust fund have invested on our behalf every year. This may be difficult as we have not had a formal report on interest earned. Beverly will find out what the law is regarding spending of interest income and clarify on the By-laws.

Since we all do not have the most current version of the By-Laws, Barbara will send the version she has to everyone.

Election of officers- Beverly motions that the slate of officers stays the same. Judy seconds the motion, all in favor. Beth noted she would like a back-up person to train as treasurer at some point in the future.

Beth made a motion to adjourn at 6:15, Beverly seconded the motion, all in favor.

**NON-PUBLIC SESSION:**

**PUBLIC COMMENT:**

**CORRESPONDENCE:**

**NEXT MEETING:** April 25 at **5:00 p.m.**