

LIBRARY TRUSTEE MEETING Draft Minutes
January 26, 2017

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, John Ashak and Linda Coe were present. Laura Pouliot was attending as the alternate library trustee. Richard Mc Dermott and Barbara Tosiano were also in attendance.

Amy called the meeting to order at 5:25

MINUTES OF LAST MEETING: Beverly made a motion to accept the December minutes, John seconded the motion, all in favor. Beverly made a motion to accept minutes of the special meeting held on Jan 13. Beth seconded the motion, all in favor.

Acceptance of donations and unanticipated funds for December, 2016

\$85.80 in unanticipated funds were collected in December. Beverly made a motion to accept \$85.80, John seconded the motion, all in favor.

TREASURER'S REPORT- Not this month

DIRECTOR'S REPORT: Barbara reviewed safety procedures with Jay Lord, who made a few suggestions for improvement. Movie matinee was sparsely attended. We discussed moving it to a later time. Barbara would like try it again in March with one of the Academy Award Nominated movies. Feb 7 is candidates night, Beverly wondered if we could do this later in the month? This is not possible this year, but maybe next year. On Feb 28th, Unitil will be shutting off power to the area of the library from 8:30-10:30. We should plan to open at 10:30 that day, rather than at 10. Barbara got an article about the Mrs Todd Lincoln program into the Seacoast Scene newspaper.

CONTINUING BUSINESS:

Budget –Final 2016- Funds going back to the town include \$1296.03 from salary line and the \$1000 from contingency fund that was unused. Beverly made a motion to approve and accept the year-end final numbers. John seconded the motion, all in favor. Going forward, warrant article money should be mentioned by the date the warrant article was approved. This will make it easier to keep track of.

Review of Trustee Timeline- Generator- Beverly would like to put this on our agenda for late spring/early summer. After some discussion, it was decided that heat is the only thing we will need the generator to run, as our main objective is to keep the pipes from freezing. This is what will determine what size generator we will need.

New Thermostat Installed-It is complicated to learn how to program!

Prism Lighting- Dimmer will be installed on Monday of next week. Amy will draft a letter to the employee who was having a problem with the lighting stating what is being done to rectify the situation.

ACTION ITEMS:

AV Policy – Final Review -Beverly made a motion to approve the AV Policy, Beth seconded the motion, all in favor.

Feb 4th is the town deliberative session; Beth wants to make sure there are other trustees there to answer any budget questions that may come up.

Trustee Candidates need to register- Beth has registered to run again.

Evaluation of Director – Evaluation is complete, Barbara and Amy will sit down to discuss new goals for 2017.

NEW BUSINESS ITEMS:

Investment Policy- Beth questions the wisdom of investing any money when the market is so high. Bonds may also be risky as interest rates are supposed to go up. Richard will ask Frank dePeters what his opinion is.

Beth made a motion to adjourn at 6:17, John seconded the motion, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: Feb 23, 2017 at 5:30