

LIBRARY TRUSTEE MEETING Final Minutes

April 27, 2017

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Wilson and Linda Coe were present. Richard Mc Dermott and Barbara Tosiano were also in attendance. Amy called meeting to order at 4:30.

MINUTES OF LAST MEETING: March minutes-Judy motioned to accept with spelling correction, Beth seconded, all in favor. Special minutes to discuss roof- Beverly motions to accept with spelling correction, Amy seconds, all in favor, with Beth abstaining.

Acceptance of donations and unanticipated funds for March, 2017- \$61 in donations and unanticipated funds. Beverly motions to accept \$61, Beth seconds, all in favor.

TREASURER'S REPORT: Question about internet fee- Our domain name came up for renewal this year, that is why that line is high. Other than that, everything looks good.

DIRECTOR'S REPORT:

March 14 and April 1st we were closed for snow. Shelly Parish's workshop on on-line selling was very popular. She offered to teach a second class to handle the overflow. Perhaps we can get her to do it again? Ballroom dancing was in conflict with the Father-daughter dance at LAS, so it was cancelled. Next Tuesday, May 2nd, Preston Heller will be presenting a show at the library and attendees are asked to bring a non-perishable food item for admission. Coffee with the chiefs is scheduled for May 9th. This may conflict with the forum at LAS at 7 pm. Barbara will move the time up to 6pm so that there is no overlap. June 6 the Friends of the Library will be holding a fundraiser at Flatbread Pizza. The invoice for NH Library Trustees Association membership dues has arrived. Trustees checked to see that their contact information was correct. Judy went to a meeting for new trustees recently. She was the only new trustee at the workshop who had received a copy of the by-laws and job description. Barbara will be attending the NH Library Association meeting next Friday.

CONTINUING BUSINESS:

Investment Policy- Beverly suggested having David Mayes and Frank dePeters visit to discuss where they think we should invest money. After some discussion, it was decided that maybe it would be easier to have a sub-committee speak with them and bring back recommendations to the board.

Ideas for feedback on Library hours- Judy has been doing some research. She has looked at surveys we have done, and surveys that other libraries have done. Many of the surveys try to do too much. We may need to have two separate surveys; one to be more of a space needs survey, one on hours. Judy would like to think about this some more. Surveys need to be short or people will not take the time to answer them. We might want to put together focus groups and/or do exit surveys after our programs to gain more information. We can ask the Friends of the Library to help with this. This can help us determine what should go on a community wide survey. We may need to develop a strategic plan for the building. Summer reading might be an ideal time to start talking to patrons about programming and space issues. Could we have a "preview" wine and cheese party where we can survey all attendees about space and programming? Judy will take a stab at putting together the elements we are talking about and come up

with a questionnaire for adult programming. Judy will target late June for a survey for Children's programming. As Avesta senior housing comes online, we may need to increase programming for adults in the community. How do we include people who don't come to the library already?

Gardening- We will need 4 hydrangeas; two outside each door. Beth needs to contact Carlos about mulching, weeding and possibly dividing several of the perennials. Beverly noticed that the heavy rain yesterday was backing up against the building. The mulch in the beds is too high for the water to flow away from the building. We may need to do something about this? Beverly wants to know if people can come early next month to do a walk around the building and see what else needs to be done in the garden.

Roof and Remediation- The roofers came on Monday to install the COBRA mesh in the roof vent. It took them almost 3 hours. They went into a little crawl space in the attic to reach the entire roof vent instead of going through the ceiling tiles in the main part of the library. The insurance adjuster from the roofing company and Mark Sikorski should come to inspect and sign off on the work that was done. The insulation has not been put back yet. We want to make sure that the roof is OK before the insulation goes back in and books are re-shelved.

ACTION ITEMS:

NEW BUSINESS ITEMS:

Staff Appreciation for National Library Week-Amy read a Thank You note from Barbara

NON-PUBLIC SESSION: Beth made a motion to go into non-public at 5:50. Judy seconded the motion. A roll call vote was taken to go into non-public session, all in the affirmative.

Beth made a motion to come out of non-public session at 5:58 pm, Beverly seconded the motion. A roll call vote to come out of non-public session was taken, all in the affirmative.

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

At 6:00 Linda made a motion to adjourn, Judy seconded the motion, all in favor.

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: May 25, 2017 **4:15 for garden walk around, 4:30 for meeting**