

## **Final Minutes LIBRARY TRUSTEE MEETING**

**May 25, 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. Laura Pouliot was attending as the alternate, as well as Alison Crotty.

Amy called meeting to order at 4:32.

**MINUTES OF LAST MEETING:** Beth made a motion to accept the April minutes; Judy seconded the motion, all in favor.

**Acceptance of donations and unanticipated funds for April, 2017** \$708.75 (this includes a \$500 donation from the Rotary Club) Beverly made a motion to accept \$708.75 in unanticipated income, Judy seconded the motion, all in favor.

**TREASURER'S REPORT:** no report this month. Beth mentioned we are beginning to spend money to gear up for the summer reading program.

### **DIRECTOR'S REPORT:**

The website has been re-done. All the extra stuff on the home page is gone; events are listed prominently on the home page, with clear links to the catalog, electronic data bases, as well as state library audio and e-books. Our new website is fully functional on computers as well as mobile devices. Mentalist program (Preston Heller) had 45 attendees, and people really enjoyed it. Flatbread fundraiser originally scheduled for June 6 will not be happening because Flatbread is closing on Sunday night. NH Fish and Game will be here June 20<sup>th</sup> to present a program on Bobcats; we are expecting a good turnout for this program.

**Avesta housing-** 3 representatives for the new housing development met with Judy and Barbara at the library. Barbara had welcome packets for them that were samples of what we would like to give to the new residents. The housing complex will have a transportation system that can bring folks to the library. The housing complex will have a large function room that can be used for book clubs and craft programs. They will also have a bulletin board where we can post library and community events.

Amy went through what she learned at the NHLTA meeting about library services for older adults. Durham has program for seniors with memory problems. Visiting nurses can do health screenings at the library too. There is a device for vision impaired people (Talking Books?) that can play audio books. Some libraries have teens recording oral histories of local residents and depositing them with their local historical society.

### **CONTINUING BUSINESS:**

**Investment Policy** – Beth will look at the Vanguard website to see what types of funds we can buy. We discussed maybe following a portfolio like one of the ones recommended in the No Load Mutual Fund Newsletter. David Mayes gave Richard some recommendations for funds that the town is currently invested in, he will forward to Beth. We can discuss this again next month. After a general discussion on investing, it was decided we should have the following goals for our investments:

- 1- We are investing public money, so we need to minimize risk of losing capital.
- 2- Our strategy needs to be low maintenance
- 3- We are investing for the long term
- 4- We will strive to have a low (to no) fee schedule

Ideas for feedback on Library hours-Barbara and Judy met, and decided to come up with a mini-annual report that would fit on a bookmark to “Know us by our numbers”. Judy passed around a sample of what could be included. Judy came up with a program “wish list” questionnaire that we could use to survey patrons after a program. For the mini-annual report, it would cost us about \$500 to mail it to every household. We need to decide what the vehicle would be to deliver this. We would like to promote the library as a social place; how can we attract people who normally wouldn’t come to the library? We all like the idea of a cider and doughnuts event to discuss upcoming programs and get feedback from the community. We should do this early September, before the book sale. Judy would like feedback on the survey; Laura will help her refine the survey. If we mail this out, it should be done in late August. We also might try to do the questionnaire after the Bobcat program. Judy will email a draft to everyone for input.

Gardening-hydrangeas are here and ready to be planted. The gardens have been mulched. We still need to deal with the water accumulation in the corner of the building. Beth will ask her landscaper to take a look at it so that we can determine the appropriate course of action.

Roof and Remediation update- On May15, Insure.com’s group came in to remove the wet insulation. They sprayed the attic beams with an anti-microbial spray and dried it with a fan. Unfortunately, they did not come back to remove the fans and have not replaced the insulation yet. Barbara called them and the insulation installers will be here June 5<sup>th</sup> with the new insulation. Barbara will go ahead and get the carpets cleaned this weekend as the insulation can be installed without creating too much of a mess in the main part of the building. The folks from AM/PM janitorial services will come at 5 on Friday to do the carpet cleaning, and the carpet will have all weekend to dry.

#### **ACTION ITEMS:**

Evaluate Outside of building- do next month as it was pouring rain today.

#### **NEW BUSINESS ITEMS:**

Curbing- in front of the building is falling off. Beverly will draft a letter to the selectmen informing them of the issue that we will all sign off on. We should get an estimate of what the cost will be. Richard suggested that Dick Robinson would be able to give us a price on granite curbing.

Cleaning person- has been charging us the same price forever (\$50 per cleaning). She would like to raise her rates by \$10 per cleaning. Beth moved that we raise the cleaning rate by \$10 per cleaning, Judy seconded, all in favor.

#### **NON-PUBLIC SESSION:**

#### **PUBLIC COMMENT**

#### **CORRESPONDENCE:**

Barbara read a letter from a Hampton resident who attended the Preston Heller program and was very entertained by it. Carol wrote a Thank You letter to the board for her merit award. Amy read a note from John Ashak, thanking us for his ‘retirement from the board’ gift.

Beth made a motion to adjourn at 6:25, Amy seconded, all in favor.

#### **NEXT MEETING:**

**June 22, 2017 4:30 pm**