

LIBRARY TRUSTEE MEETING Final minutes

January 23, 2020

Beth Forgione, Amy Magnareri, Judy Wilson, Beverly Mutrie, and Linda Coe were present. Barbara Tosiano, the Library Director was also present as was Larry Smith as our Selectmen's rep. Laura Pouliot and Marissa Rogers the alternates were also present.

Amy called the meeting to order at 3:30

MINUTES OF LAST MEETING: Beth motioned to accept the minutes of the December meeting, Judy seconded, all in favor.

Acceptance of donations and unanticipated funds for December, 2019 \$854.21 This amount includes the trust fund interest (\$557.71) received from the Trustees of the Trust Funds.

TREASURER'S REPORT: not this month

DIRECTOR'S REPORT:

Santa party was a success, as was the cookie exchange. Moriah Gavrish did a lot of measurements of the building the first week in Jan. She will return on Feb 21 to present the trustees with options for new ways to use the children's/young adult space. Barbara has not heard from Performance Roofing regarding last month's roof leak. She called our insurance agent at Primex to have him pressure the roofers to come inspect the roof. The staff is trying to come up with an idea for recognizing kids who read 1,000 books before kindergarten. The kids have little avatars that they can move as they read more books. We sold over \$400 worth of cookbooks this December. The Egypt program had 37 attendees...parking was a bit of an issue as folks were parking along the street. Laura found out that the oil level in the generator should be checked once a month.

CONTINUING BUSINESS:

Warrant Articles- Beth attended the selectman's meeting. The warrant article for the walkway that we submitted is not the one that was published for the public hearing; it was missing the phrase "and other projects". We didn't know that during the hearing, as only the selectmen had written copies of the warrant articles. Lori is going to ask the town attorney to see if we can modify this before the deliberative session or during the deliberative session.

Records Retention-nothing new

Parking Lot/Walkway- Beverly found out that there are no septic lines or leaching field under the proposed new walkway or parking lot. We need to send out an RFP right after the election if we get this approved in March. We also need to get the detail plan from the engineer. After some discussion about when we should involve the town, it was decided that we should get on the selectman's agenda to present the plan to them and ask how they would like us to proceed. Larry advised us to wait until the warrant article passes. If we go before it passes, it means we can start moving on this right after the election. Beverly will ask how much the detail plan will cost. If we attend the second selectman's meeting of the month, the department heads will be there. The next session would be around Feb 18th. We should try to get on their agenda for that meeting.

Use of space in teen area/program area- Moriah will be visiting February 21 to go over our options.

ACTION ITEMS:

Review prior year's final budget 2019 year end- this has been submitted and audited by town auditors.

Trustee candidates need to register- Beth has registered. Richard McDermott may be interested in running for trustee. Amy will call him.

Hire Bookkeeper- Our bookkeeper is considered an independent contractor. We give her a 1099 form every year. Beverly suggested we should follow best practices and have a written contract with whoever the bookkeeper is describing hours worked, scope of job, rate of pay and conditions for termination. Barbara will ask the town if they have a sample contract to use as a template for contractors such as the bookkeeper and the cleaner.

NEW BUSINESS ITEMS:

Behavior Policy- This is more of a behavior for children policy. Barbara doesn't think that any of the policy needs to be changed. There is nothing about cell phone use in the library in this policy. After much discussion, it was agreed that we should add something to this policy about cell phone use in the library. We agreed to add "Cell phone use is restricted to the foyer" to this policy.

Long Range Plans/Goals- Amy can update the spreadsheet we have and bring it to the meeting in February.

Investments- If we get approval from the town to spend money on the walkway, we won't have money to invest. We have a year and a few months until our CD's come due. We need to wait until after the election to see what we have to invest.

Beth made a motion to adjourn at 5pm, Beverly seconds, all in favor.

NON-PUBLIC SESSION: not needed

PUBLIC COMMENT:
CORRESPONDENCE:

NEXT MEETING: February 27, 2020 at 3:30 p.m.