

## **LIBRARY TRUSTEE MEETING**

**Draft Minutes July 23, 2020**

Present: Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Richard McDermott, trustee, Laura Pouliot, alternate. Barbara Tosiano, Director and Marrison Rogers, guest, also attending. The meeting commenced at 4:10 pm by Zoom.

**Minutes:** A Motion to approve the June minutes with one amendment on the merit notes was made by Linda Coe, seconded by Beth Forgione. All voted in the affirmative except Amy Magnarelli, who abstained.

**Acceptance of donations and unanticipated funds** for July is zero. How to encourage donations as there will be no book sale. Beth suggests that we mention “donations always welcome” in missives and have a prominent donation jar.

**TREASURER’S REPORT:** Expenses reported through July 1. We have underspent for substitute and part-time positions. The remainder will transfer to town at end of year. Suggestion were to use some of the surplus as payroll raises. Roughly \$6K under budget to date. We generally agreed to give an increased Christmas bonus/merit raise if all goes well. Septic pumping & water softener media replacement still left to do for a cost of approx. \$1000. We may need more COVID supplies if open more often but we are well stocked with sanitizer now.

Line item for computer support over budget due to Biblionix catalog program yearly cost of \$1500 and website additions. No expense in heat line item because we prepaid, but now Lori advises against that. Beth/Barbara should ask Lori to document this statement by email and give us the reason. Company charges fee for credit card use. Ask supplier as to what they suggest. Tina pays bills on 10<sup>th</sup> of month.

**DIRECTOR’S REPORT:** **Clarification:** Ladies rest room is only for staff and the men’s room is opened with key for patrons and both wiped down after use. Circulation not terrible for two days a week being open. There was a book discussion event and also a Zoom meeting with author. Overdrive at 290...higher by 100. Roofers did their repairs. Medium in water softener to be replaced at cost of \$300-500. Richard McDermott motions to let Barbara spend up to and not to exceed \$600 for media replacement. Amy Magnarelli seconds and we all agree. Septic tank to be pumped: Curbside pickup doing well. Had Staff meeting identifying project for August to weed adult non-fiction. Sustainable Shelves program from Baker and Taylor will take our discards. They pay for shipping. Ebay book seller in Exeter relationship will continue. Going to change newsletter platform to Mail Chimp, which allows for more graphics. Can register for coming to an event on that platform. By mid-August should get something out to patrons. Webinar learning by staff will be a must.

Updated certification as non-profit for State of NH. Submission done every 5 years. Log-in details will be available. Vanguard also needs proof of good standing. Cost: \$25.

**Reopening:** Patrons OK with two days a week now. Saturday is good idea as is very busy. Tuesday: 22 people came inside bldg. People following rules and using masks especially the children. Staff does copies, not public. Change jar for payment. Will not increase hours until after Labor Day. Summer Reading will extend two more weeks than last year. Barbara showed picture of popsicle stick/tongue depressor catapult using a spoon and cotton balls. Very clever and a hit with children. Barbara wants to know what schools are doing re reopening. We are fine till then for another month.

### **CONTINUING BUSINESS:**

**Roof:-** supposedly fixed. Barbara will look for water damage tomorrow & report to RM.

**Parking Lot/Walkway:** Memo of Understanding written by Beth still needs tweaking. Beverly will help. Need to ask the selectmen re Janvrin property. Beth to discuss with Ed. Laura suggests move forward anyway. Agreed.

**Front Doors:** Interior and Exterior door \$10,975. Savings about \$500 to do both sets. Did vendor say anything re life span of locking mechanisms? They are outside of door so less breakable. Locking mechanisms not warranted per se. 5 yr warranty on doors and one year on install.

Motion: “Hire Traynor to replace interior and exterior doors for about \$11000 asap” made by Linda Coe. Richard seconds. Vote yes by all.

**Garden Maintenance:** Linda Coe suggests expenditure for a tree cutter and chipper for brush behind reading garden on the side lot line as there are rhodos overgrown by useless weedy trees. CT tree service will cut and chip all brush for \$1500 per day. Budget line item has about \$1K Needs to happen before Christmas.

Motion: to hire CT Tree service for one day of clearing and chipping of weedy trees on western side lot line behind the reading garden by Linda Coe. Amy seconds. All in favor. Linda will meet with him and give directions.

Beth and Beverly met with Mainely Grass re over-seeding. Bottom line is that over-seeding isn't going to help unless irrigate. Need to find a way to pay for lawn irrigation, just front and south side. Need loam too along with fertilizer and yearly liming once irrigation done. What would be impact on town well? Beth to contact Jay re well capacity. Who did the town use? Epping Well and Pump. Beth will get estimates of 3 guys to give bid. Beverly might have a person.

Garden looks great as just put down mulch and daylilies blooming. **Need to take pictures now** so know what are dividing re color. Parks and Rec could use donated plants for around bandstand. Barbara will take pictures of front and south side. We should dispose of Coreopsis in front and probably Yarrow. Divide daylilies and obtain shrubs instead of Coreopsis. Ainsley Pouliot has 8.5 hours of weeding time to be invoiced. Garden by road needs dividing of daylilies more than rest. Beth has bought two more double Knock Out roses for back garden next to fence. Will plant in fall. Laura will tackle digging of leftover orange daylilies near parking lot.

### **NEW BUSINESS ITEMS:**

**Display Policy Review:** Beth advises that we add a point about who is responsible to repair damage to our building. "7. Any damage to Library's property in process of setting up or dismantling of exhibit is the responsibility of the exhibitor." was the motion by Beth, seconded by Richard. Beverly will reformat to attempt to fit on one page and send out change with the date of revision. Vote: all in agreement.

### **Begin Budget Review:**

When is it needed by town? No info yet. Landscaping line item should increase due to reseeding, liming, fertilizing lawn. Also installing irrigation system and its maintenance.

Laura asks what is cost for how much extra for **extra cleaning** of bathrooms? Restrooms now done weekly. Every other week vacuuming @ \$80 a cleaning. If open more may need to up that line item. Barbara will check with cleaner for cost. Revisit **payroll hourly rates** and increase amounts. North Hampton Library has advertised \$1.75/hr more. Beth suggests try to get to \$14 hr. We pay now \$13 now and youth services director is \$16. Beth suggests that we base it on what's a living wage. Should we compare to town salaries? Library is much lower as we do not have cost of living, step raises or longevity increases than town. Surplus this year? Hesitant to put raise in place now as not know exact surplus figure. Better to stay competitive with other Seacoast libraries due to high cost of living. Amy will do figures comparison for 2019 with other Seacoast libraries for next month. Check salary scale max and min. rates. *[Note Amy reported by email 7/24 that we gave part-time payroll raises in May 2019.]*

Barbara will look into Hoopla that is use based fees. It allows for multiple uses of a book so line item for computer and electronic media may increase. Ask patrons whether Overdrive use a problem. Usually long delay between request and book availability. Barbara will talk to other directors about managing costs/fees and do some more research.

**Public Comment:** Marissa Rogers' kids love the crafts project and curbside pickup. She exits the meeting.

Linda Coe motions to go into non-public session for personnel reasons at 5:30. Amy seconds. By roll call all agree. Motion to come out of non-public by Beth, Amy seconds. All agree by roll call at 5:53 pm. Now in public session. Beth motions to seal the non-public minutes. Amy seconds. All concur.

Notes: Our Bookkeeper will be back from vacation this weekend. Will discuss pending contract. Beth will talk to her and if OK will get draft agreement as independent contractor signed, sealed and delivered.

Erin having baby in Oct. and will return to work afterwards.

Beth moves adjourn at 5:55 pm. Amy seconds all in favor.

Respectfully submitted, Beverly Mutrie, Sect'y

### **NEXT MEETING:**

**August 27, 2020 at 4:00 p.m.**