

Silsby Free Public Library
Library Trustees Meeting Minutes
Tuesday May 12, 2015 at 4:08 pm

DRAFT

A. Attendance and Additions to Agenda:

Members present: Jim Fowler, Kara Lee, Mary Holmes, Joyce Higgins, Robin Forsaith, Anne Williams
Members absent with notice: Julianne Wanat

Additions to agenda: Martha Maki from Edward Jones

B. Minutes:

Minutes from regular meeting on April were reviewed. Motion to accept minutes made by Anne. Kara seconded. Motion passed.

C. Standing Reports:

1. Treasurer's Report – April report was reviewed. Motion to accept the report made by Mary. Joyce seconded. Motion passed. **The March report was tabled until next meeting because we did not have copies to look at. The State auditors say they haven't gotten a yearly report from Robin? Robin says she has never sent a report – the town (Jess) was supposed to be sending something. Martha Maki from Edward Jones came to talk with us to make sure we are happy with our investments. She now knows that our accounts are supposed to go back to their initial balances at the start of every year. She prepared a report for us. 100% of our money is in Franklin Conservative Allocation Fund – with a mix of 50% stocks/50% bonds. We can revisit the investment each year if needed, but she thinks it is good for our needs. **Last year we got \$372.75 from the three funds.

2. Librarian's Report – New employee Christy Neill is doing well. Sandy wants to consider the possibility of shifting some of the emphasis on services from books to programs i.e. try and find more money for programs if that is what the community wants/needs. We could try and get more programs and split the cost between library and other groups in town (e.g. Historical Society). Joyce is trying to get a man who does musical accompaniment to silent movies and have it at the Town Hall.

D. Old Business

1. Policy and procedure manual sub-committee – there have been a few recommended changes. One was in section I. Mission statement section about maintaining a collection of local historical material. It has been suggested that potential discard items in this category be reviewed by the Board. In section III. Use of Library, it is suggested that 'nonresident borrower' be changed to 'nonresidents may become borrowers by paying a \$25 registration fee'. In section IX. Investment policy, the wording of Internal Controls line was rewritten to clarify it. A few

other wordings of lines were rewritten to update the language. A motion was made by Mary to increase the number of DVD checkouts to 5 on a borrower's card for one week. Second by Kara. Motion passed. The committee will make a revised copy of manual and email it to the Board for approval next meeting.

2. Filing cabinet review sub-committee – Jim, Mary (and Kara) went through and organized old trustee files and noted what was missing. Robin went back and found most Treasurer's reports. Some were missing (all of 2010?).
3. Discussion of Lois's complaints – do we have any more comments? Not really.

E. New Business:

1. NHLTA dues – have been paid.
2. Investment Policy – Sandy read policy from manual. We are are happy with the wording and what it says. We have no changes to the current policy. Jim mentioned a book titled 'Knowing the Territory. Municipal Law'. It reviews what the library trustees roles are and that we can have custody of trust funds instead of the town if we wish.
3. Town Wide Yard Sale Day – do we want to have a book sale? Yes! 8AM – 1PM. The library will be open from 10-1 already, so Sandy might need help covering the early hrs.
4. Old Home Days – Have paintings on display in library and story boards outside around library. We could at least have these things on display during regular library open hrs, if not more. Not sure if Rotary is doing a Friday night movie?
5. Conduct of trustees – reviewed Golden Rules of Board Members.
6. Security of library – if they move the Town offices from the building, will that be a problem for the library employees? The concern is that the down stairs area could be a place where people could lurk. Security camera? Buzzer? Bell on door? (There is already two panic buttons, one at circulation desk, one in office).
7. Performance Evaluation – Jim is going to do an evaluation of Sandy. There are forms on the NHLTA website.
8. Mary wanted to tell us about some info she learned at the trustee orientation she attended. Also that when the Board goes into a non-public session, the minutes must state RSA 91-A:3 when it involves a personnel/employee issue.

Motion to adjourn meeting made by Mary. Anne seconded.

Next Monthly meeting: 4pm, June 9, 2015.

Meeting adjourned: 6:01pm.

Submitted by

Kara Lee