

MEETING MEETINGS

FREMONT PUBLIC LIBRARY TRUSTEES

TOWN OF FREMONT

March 25, 2015

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Attendees

John Hennelly

Suzanne Wicks

Sandra Mullen

Bruce Mullen

Eric Abney

Cheryl Rowell

Meeting opened at 7:06 PM

- Friends of the Library – Sandra and Bruce Mullen came from the FOFL to update the Trustees on their activities.
  - Upcoming programs:
    - Thursday April 16<sup>th</sup>, 6:30-8:00. Powder Houses of New England Matthew Thomas will be speaking.
    - May be having Humanities program in the fall.
  - Fundraisers:
    - The Friends had good success with the raffles previously (made about \$172 in the fall) and will be doing another this spring (maybe April 1<sup>st</sup>). They will offer dinner certificates (for a percentage off) and farm gift certificate for raffle. They are debating whether to raffle each individually or in sets of 5.
    - There will be a booksale on May 16<sup>th</sup> in conjunction with the Fremont Garden Club on the front lawn of the library.
    - Suzanne mentioned that there were a lot of small businesses in Fremont and Raymond and they may be willing to make donations.
  - Changes to library:
    - Mural in community room – Friends are working on getting a mock up still - Trustees need to see the sketch prior to painting
    - Eric thanked the Friends for the tablecloths. They are already being used.

Sandra and Bruce left the meeting.

John welcomed Suzanne to the Trustees and her first meeting.

## Directors report:

- Operations
  - Maintenance person – Vinnie Morrison has started working. It is going very well. His hours are Sunday 7-10 AM and Wed. 8-10 AM (about 5 hours per week) at \$10 per hour. The staff is working on a punch list for him.
  - Heidi Carlson has opened an account at Ace Hardware for Eric and Vinnie for supplies.
  - Petty Cash – Eric has 3-4 options to properly account for petty cash intake and expenditures. He will work on this to get a system in place. Eric would like to use a receipt/approval system. Heidi needs to make sure this is ok. Cheryl made a motion to put this proposal into place if it is OK'd by auditors and Heidi. John seconded and all were in favor.
  - Computers - Suzanne wondered if we had annual maintenance done on the computers. Eric will look into this.
- Staff
  - Trustees entered into nonpublic session per RSA 91-A:3 at 7:54 PM for a short personnel discussion.
  - The library aide job has been posted on the Fremont and Library websites and will be in the newsletter.
- Budget
  - The budget passed at town vote.
  - The cost of payroll is as budgeted. A 2% increase in staff wages was discussed.
  - John Hennelly made a motion to increase the staff pay by 2%, with the exception of Vinnie Morrison who has just started working. It was seconded. All were in favor.
  - The book expenditures may go over budget because they are trying to fill holes in the stacks. They are also revisiting the overdue/non returns policy. The staff has been very active trying to contact families who may have items that are long overdue.
- Hours - There was discussion about eventually opening more hours. One potential benefit is that the library may be able to be on the ILL van stop if we opened earlier. This would be safer than the employees traveling to Brentwood on their own time to retrieve and return the books.
- Building Maintenance
  - Capital Expenditures
    - Screens – damaged by the ice. Eric will look into Fremont Glass doing repairs.
    - Trim on the building needs to be repaired
  - Water System – Vinnie will do some maintenance, but we will have to keep doing testing.
  - Safety Issues – meeting of safety team brought forward the following items
    - Freeze bumps (lifting of floor tiles) in kitchen – hopefully recede after warms up

- Yellow ladder in furnace room will be mounted on wall
- Hole in driveway needs to be repaired
- There will be a safety walk through in about a month
- Alarm System
  - We have a new keypad and it is working better

Meeting was adjourned at 8:48 PM

Next meeting is scheduled for April 22, 2015 at 7 PM at the Fremont Public Library