

LIBRARY TRUSTEE MEETING Draft Minutes

June 28, 2018

Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Wilson and Linda Coe were present. Laura Pouliot was attending as the alternate this evening, but will not be voting. Barbara Tosiano and Larry Smith were also present.

Amy called the meeting to order at 4:00 pm

MINUTES OF LAST MEETING: Judy made a motion to accept the minutes of the May meeting. Beth seconded the motion, all in favor

Acceptance of donations and unanticipated funds for May, 2018- \$325 in unanticipated income for May. A large donation from the Kids, Books and the Arts (\$225) grant program came in last month, Amy motions to accept \$325, Judy seconds the motion, all in favor.

TREASURER'S REPORT: Next month

DIRECTOR'S REPORT: The wrong door was ordered, the second door was also not the correct one. A third door has been ordered; third time's the charm? Pizza fundraiser at Community Oven-no amount has been reported yet. Friends made \$153 on the basket raffle held during the fundraiser. The bird speaker was very well received. People already are asking for another program on the fall migration of birds. Cookbook club has been lots of fun. 60 people attended the summer reading kick-off party. Junk to funk program had 60 attendees. Last night Wildlife Encounters presented at the Fire station; about 102 attendees.

CONTINUING BUSINESS:

Garden Maintenance Planning Cont'd- Beverly did a little bit of cleanup. Beth hired a crew to fertilize and apply weed control for the lawn. They will take a soil sample tomorrow. They will also give us a price for aeration and re-seeding the lawn in the fall. The flower beds look good, and the shrubs look good.

Safety and Security Policy- Beverly was re-ordering it, we will move this to next month.

Report from Library Trustee Conference- Laura suggested rotating a trustee through the Friend's of the Library monthly meetings so that we are up-to-date on what they are planning. Laura can email us a schedule of the Friends meetings and we can sign up for a day. Judy attended the session on Kids in Parks. After the birding program, Judy was wondering what other resources we could have in a "Nature Backpack" filled with binoculars, maps, guide books. Library pass to state parks would cost \$125 but doesn't include Hampton Beach, or a few of the other beaches. How can we better publicize some of the cool things that we have? Can we do a mailing with a list of summer programs and items available to check out? Barbara is speaking to the Rotary in September, and can talk about what we offer. We should discuss marketing as part of our strategic/long term planning.

Status of moving bookkeeping to new laptop- We need to determine how many more licenses are available for Microsoft applications. If no more are available, we may need to buy it to install on the laptop. Then the laptop will be ready to go.

Interest on Trust Funds-David Mayes did respond to Beth's letter saying that the Trustees of the Trust funds will give us a full report of interest earned in October and a check for interest accrued since 2014 (the last time a check was issued). This money will be applied to our materials budget to purchase books.

Review proposals for generator and A/C- Laura recalls that we had encumbered the money for the electrician to do wiring for electrical panel. For A/C, we can replace one compressor at a time if

needed. We need to get 3 estimates for A/C compressors. Larry advised us to go before the CIP first to discuss funding for A/C compressors, and if they don't approve it, we can write a warrant article. We can place a warrant article for \$4,000/year for 5 years to start a capital reserve fund for A/C compressors. Beth wonders if we can move donation money into Building Maintenance? (We would need approval from the town first, which couldn't happen until March.) We could place a warrant article to spend 10,000 of our donation money as well as \$4,000/year for 5 years. This should cover the cost of A/C compressor as well as the generator. We can pay for the wiring of the generator now, then do the generator next year. Beth moves that we go forward with wiring for the generator, Judy seconds it, all in favor.

Judy makes a motion to proceed with the generator. Bev seconds the motion, all in favor. Amy and Laura will get the generator quotes updated for a 10 kw generator. Can we go in with the town on propane to get the municipal rate? We will need to look into that possibility. The generator can go behind the shed, with the propane tanks on the side.

ACTION ITEMS:

Report on Ransomware- Barbara asked John about this. Since Libraries are not known for large cash reserves, and we don't process any credit cards or handle money, we are probably not at risk for this. Our catalog is backed up on the web. Barbara found that only 2 libraries have ever been subject to a ransomware attack.

NEW BUSINESS ITEMS:

5 year building maintenance plan- We went down the list of items. Carpets are in good shape. Electrical- the bollards out front are fixed. Water filtration system-has not been looked at yet this year and may need maintenance. We do not know what the life-span of the system is; Barbara will ask. Parking lot- Larry was going to ask about getting the granite curbing replaced as it was damaged by the snowplows. Parking lot also has some cracks in it. We should be included when the town hall re-stripes their parking lot. We also discussed expanding the parking lot with the public safety building. This should be a town level discussion. Interior painting- the Children's area should be repainted in 5 years. Plumbing- nothing wrong with the toilets (except they are loud!) replace them in 2020? Furniture- should we invest in more moveable furniture? Or get casters for some of the furniture? (cost of casters is low enough to include in regular budget) Septic system- our tank is pumped out once a year. Technology- Barbara was thinking of replacing old computers with something else. It turns out that this may not be such a great idea-old slow computers prevent kids from playing video games. We have decent printers. We might want to think about renting out wi-fi hot spots? Windows and doors-the north side exit doors should be replaced soon, but the door on the street side will need to be replaced in 4-5 years as it is developing spongy spots. Judy wondered if we should look into new electronic signage for the library? Amy will put signage on the list for next year.

Building addition- We are unlikely to get public support for this as long as we are paying off the school addition. We could start the planning process. Staff should think about what they would like, and what the needs are. We need to figure out how close to the lot line we can get, and what size the addition could be. This could be a permanent continuing business item. We are limited to 60 people, and have exceeded that at many of the children's programs. The state library has had several large budget cuts, and may not have anyone who could help us with planning. We need to figure out what steps we need to take to go forward. Parking needs to be part of this process as well.

Closing at 5 on July 3 - Barbara has no one to cover on Tuesday evening. Amy made a motion to close the Library at 5 on July 3, Judy seconds the motion, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE: Amy read a thank you from Carol.

Beth made a motion to adjourn at 6:15, Judy seconded it, all in favor.

NEXT MEETING: July 26 at **4:00 p.m.**

DRAFT