

LIBRARY TRUSTEE MEETING Draft minutes

April 25, 2018

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

Amy called the meeting to order at 5:00.

MINUTES OF LAST MEETING: Beth motions to accept the minutes of the March meeting. Beverly seconds the motion; all in favor.

Acceptance of donations and unanticipated funds for March, 2018

Beverly motions to accept \$95 in unanticipated income for March, Judy seconded, all in favor.

TREASURER'S REPORT:

Beth said there was some payroll and benefits from the end of March and early April that were not on the treasurer's report because she had not received them from the town in time. Worker's comp and unemployment are front-loaded, so they are high for this time of year. We need to start doing some of the generator work this summer since we encumbered money from last year to do this. Bookkeeping has not moved to the library yet. Beth has a line item on Bank Account balances so that we can report investment income on the quarterly Treasurer's reports.

DIRECTOR'S REPORT:

Circulation is down for March because there were 3 snow days. The bollard out front was damaged by a snowplow. The granite bench was also knocked out of alignment by a snowplow and the plaque was knocked off. ELM has been notified of the damage and is expected to fix both items. Sparkling Concepts window washers did a phenomenal job! They called the following day to make sure Barbara was happy with their work. The carpenter came to do the doors, but the sidelights were the wrong size, so they had to be returned to Middleton Lumber. When the correct sidelights are received, he will be able to install the doors. Author Jessica Shattuck had to reschedule her talk. Carol has been busy writing grant applications. She has received 3 grants for summer reading; one from Rotary, one from the Museum of Science and one from "Kids Books and the Arts Program".

CONTINUING BUSINESS:

Review By-Laws- we need to add rules about what constitutes a quorum. As long as we have 2 trustees and an alternate, we have a quorum. Beth also had a question regarding the officers of the board being elected after the "town meeting". After discussion, we decided to add the word "annual" in front of town meeting. Judy had a suggestion for item #8, change to- "Trustees may be reimbursed for expenses to attend professional meetings". Income from Trustees of the Trust Funds- Terry Knowles (of the NH Attorney General's Office) said we should have a written formal agreement with Trustees of the Trust Funds as to how often we receive the income from the trust funds they have invested on our behalf as well as financial reporting from them. Beth will draft a letter and we will review it at the next meeting. Next month, we should review updates to by-laws and re-sign them.

New lectern-status: The staff agreed with the board that the cherry finish looked good, so that was the finish that was requested. The lectern has been ordered and should arrive on Tuesday of next week.

ACTION ITEMS:

Staff Appreciation Gifts for National Library Week – Amy has been providing staff with a Visa gift card for \$25. We agreed to do that again this year.

Garden Maintenance Planning- The perennial beds do not need to be mulched. Beth will discuss with Carlos if flower beds need to be fertilized and or limed. What should we do with the lawn? There is some snow plow damage that needs to be fixed. The soil is terrible, so should we hire someone to fertilize? Should we just get topsoil or compost put down? We have no idea how much any of this will cost. We should get some estimates for the work. Beth will ask for some recommendations for lawn people. Larry will also ask Dick Robinson.

Beverly noticed we have puddles in the corners of the building and she is concerned about water getting that close to the building and not being able to drain out past the flower beds. How do we even fix this problem? We have some rotted or mildewed trim on the north side that needs to be replaced or cleaned. The skirt board on the north end of the building needs to be replaced as it is rotted. We will take a look at it next month. The cherry tree on the corner of the building is touching the roof. Beverly was also concerned about people who park at the fire station or town hall and walk up to the library on the street when parking is tight. Should we (or the town) install a walkway between the fire station and here?

NEW BUSINESS ITEMS:

Safety and Security Policy- We all read it and it looked OK. Larry mentioned that the town was thinking about using some of the Comcast money to install security cameras on some of the town buildings. After some discussion, we decided the library was not interested in participating. Beverly noticed that some safety and security items were mixed up. She will take a stab at putting safety under the safety category and security under the security category. We should also mention that we have an eye wash station and a defibrillator that the staff is trained to use.

Location of bench-The wooden bench near the front door used to be by the bike rack. Should we move it back there or keep it under cover? It will stay where it is for now.

Meadows at Grapevine Run- May 18th at 3pm they will hold an open house. We are all invited to attend.

Meeting day- We can change back to Thursdays at 4 after checking with Laura. We will keep our May meeting on a Wednesday.

NON-PUBLIC SESSION:

Merit Awards Review

Beverly made a motion to go into non-public session at 6:28pm according to RSA 91-A:3, II (a).

Judy seconded the motion and roll call vote was taken with all affirmative votes.

Beth made a motion to come out of non-public at 6:37 pm. This motion was seconded by Judy and a roll call vote was taken with all affirmative votes.

Beth made a motion to seal the minutes of the non-public session. Beverly seconded the motion, with all in favor.

Beth made a motion to adjourn at 6:40 pm. This motion was seconded by Judy, with all in favor.

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: May 23 at 5:00 p.m.