

LIBRARY TRUSTEE MEETING

December 20, 2018

Present were Amy Magnarelli, Beth Forgione, Beverly Mutrie, Judy Wilson, Linda Coe with Laura Pouliot as the alternate. Laura will not be voting this afternoon. Barbara Tosiano the Library Director was also attending.

Amy called the meeting to order at 2.

MINUTES OF LAST MEETING: Beth sent out a revision of the minutes to clarify budget items discussed. We voted on Beth's revised version of the minutes Amy motioned to accept the revised minutes as amended; Judy seconded, all in favor.

Acceptance of donations and unanticipated funds for November, 2018: The total for November was \$659.34. Half of that amount was from the sale donated cookbooks that flew off the shelf. Beverly motions to accept \$659.34 in unanticipated funds; Judy seconds the motion, all in favor.

TREASURER'S REPORT: There was a discussion regarding interest on funds held by trustees of the trust funds. We earned \$1,993 in interest since the last time the trustees of the trust funds paid out the interest on funds held by the town. Beth has deposited this check, and this money needs to be spent on books this year, as requested by the donors.

Beth reviewed the "year end projections for 2018" spreadsheet. We will have one more round of bill paying between Christmas and New Year's. Beth proposes that we have a special meeting on Saturday Dec. 29 at 10:00 am after we have a final number for payroll for the year. If the town doesn't come through with the payroll report to date, we won't need to have a meeting. We also need to have a check for the generator company on Dec. 27 when they come to do the final installation.

Beth was also wondering if we should spend some of our donations money we received this year? We can think about it until the Dec. 29 meeting. We may have some money to give back to the town since the money we encumbered for the door replacement was higher than the actual cost was. We should also discuss the numbers needed for the town report.

At the last selectman's board meeting, we were asked to cut our 2019 budget, which is level funded with the 2018 budget. Jim Z. would like to see the entire town budget level funded for next year. The only thing Beth can suggest is to remove the \$1000 from our contingency line. That would put us in a bad place should we need that money in an emergency. After much discussion, the majority of our board agrees that we need to have a contingency line. We will not be able to cut the 2019 budget.

DIRECTOR'S REPORT: Adult book discussion hit a new record (19 participants) in November. The side door is done and it looks and works great! Craft room floors will not be waxed until January. 60 people attended the program on Portsmouth Naval Housing. Jan 16 there will be an instant pot demo and tasting. There are already 10 people signed up, and 10 spaces left. We had a donation of 75 cookbooks in December. We sold them for \$5 each, and they flew off the shelf. We are having problems with the copier/printer, and it needs to be replaced. We should be looking for a laser jet printer as a replacement. In 2019 Meeting times can be at 2 on Thursdays.

CONTINUING BUSINESS:

Generator, electric work and propane tanks- Propane tanks are being installed on Dec. 26th, the electrician is coming on the 27th to do the final installation.

Update on Warrant Article- If voters approve an Expendable Trust fund, the selectmen propose that the former Capital Reserve (money put aside for painting and trim) is cancelled, the money from that fund will go into the town's general reserve, then divided up at the end of the fiscal year. We don't want our Capital Reserve fund to be rolled into the town's general fund. The RSA's seem to be a little bit gray on this. Beth recommends leaving the capital reserve fund in place, and to keep the warrant article on the ballot to approve the Expendable Trust fund, even though we will may never have any money in it. After lengthy discussion, it was agreed that would be in libraries best interest to leave the Capital Reserve for painting and trim fund in place and we go forward with the warrant article to propose an Expendable Trust.

Beth made a motion to go forward with placing the warrant article to establish an Expendable Trust fund on the ballot, and to remove the warrant article regarding the existing capital reserve fund. Amy seconds the motion, all in favor.

The result of this motion is that the capital reserve fund will remain as is with the current balance intact, and if there are ever any monies remaining in the library general budget at the end of the year, they can be put into an Expendable Trust Account. (assuming this article is voted in)

Report from Friends Meeting- They got about \$8,000 from the poker room up in Lebanon. Judy has started collecting items for the backpacks. Judy was wondering if we should put together a smaller kit for birding.

Signage- Staff discussed this at their most recent meeting.

Parking lot expansion- no news on this. There was some discussion on using what is left (\$890ish) in the library building fund to put toward an engineering study.

ACTION ITEMS:

NEW BUSINESS ITEMS:

Year End Budget Assessment- see above

Winter shoveling- the generator vents needs to be shoveled out after a snow storm. The emergency exits need to be shoveled out as well. The oil fill area needs to be shoveled out. Barbara will check with Lori to see what is included in our snow clearing contract.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE: Amy read Thank You notes from Barbara and Carol.

NEXT MEETING: **January 24, 2019 at 2:00 p.m.**

Amy made a motion to adjourn at 3:55, Beth seconded, all in favor.