

Draft Minutes LIBRARY TRUSTEE MEETING

October 18, 2018

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

Amy called meeting to order at 4.

MINUTES OF LAST MEETING:

Beverly made motion to accept minutes as amended. Beth seconded, all in favor.

Acceptance of donations and unanticipated funds for September 2018 \$1983.25 for last month. This includes the book sale. Friends made about \$200 on the dinner at Margarita's. Beverly motions to accept \$1983.25 in unanticipated funds. Amy seconds the motion, all in favor.

TREASURER'S REPORT: Payroll numbers are on target for this point in time. Health insurance numbers are off a little. The new door will be installed next week, we hope. If air conditioning doesn't get approved by the CIP committee, we will need to write a warrant article. Larry didn't remember when the deadline for warrant articles was. Amy will ask Laurie when the deadline for warrant articles is.

DIRECTOR'S REPORT: Side door is scheduled to be installed Monday. Protech has serviced the air conditioners, and furnace cleanout has been scheduled. Shaker Legacy program was cancelled because the presenter's car broke down. The library staff had a chance to send out email and a Facebook notification of the cancellation. Portsmouth Naval Prison program scheduled for Nov. 13 is generating a lot of buzz. Ramblin' Richard will be here in Dec. to sing. Barbara learned at a recent meeting that libraries are serving as "touchdown spaces" – a place to obtain wi-fi access and a place where folks can print something out or make a call; an instant office if you will. Barbara will be going on vacation next week.

CONTINUING BUSINESS:

Parking expansion- Laura thinks both fire and police are on-board with this. There may be some engineering problems with the swale, and the rock ledge. The maple tree and spruces would have to be cut down. There was also discussion of having this be a permeable surface since it funnels a lot of water. There would need to be some engineering work done to get a bid. Dick Robinson can give us a rough estimate of what it would cost. Some discussion over whether the town should be involved or if the Library should be involved too? We decided the library should be advocating, and looking into fundraising for this effort.

Change in Hours- we would not be gaining hours, but shifting hours. Programs currently run on Tuesday which is not good because lots of other things are going on in town that night. The staff suggested staying open late on Thursday. Beth motioned to stay open late on Thursday rather than Tuesday, Beverly seconded, all in favor.

Generator, electric work and propane tanks-Proulx had the lowest estimate for propane tanks and had a 5 week lead time. We have not heard back from Dead River yet. We may be able to get a discount on propane if we go in with the town. Most of these places have a lead time of at least 5 weeks.

Report from Friends Meeting- Laura attended the most recent meeting and reported that there was much discussion over raising funds at the new gambling establishment in Claremont (or Colebrook?). The only downside is that someone needs to be there every day to sign off on the money made. It was a lot of work to arrange coverage every day. There was a brief discussion about membership. The Friends should be sending news about programs out to their members. Barbara also does this, but should Friends

be doing this on their own, through their own email list? Do the Friends have a contact list for getting volunteers for events? It was suggested that the Friends need to promote themselves better!

Backpacks- Travel and Nature in Exeter would like to partner with us on this. Barbara collected a bunch of stuff from Fish and Game. There are the footprint ID cards, maps, scat ID cards, etc. These items should be laminated before being lent out. Judy has not approached any other places about donations yet. In the spring, we should have a display with the backpacks. We should also have photos on the website and on Facebook.

Signage- no progress to report

ACTION ITEMS:

NEW BUSINESS ITEMS:

Seacoast library trustees meeting- Beverly went to this meeting. Terry Knowles is no longer dealing with financial stuff. Margaret Byrnes is taking over the financial end of things. She is trying to put together a handbook on financial issues for Library Trustees. Beverly asked if we have a strategic plan? We don't. How should we go about getting one? Parking, building use, staffing, etc should be part of this. We need to start researching how to do this. The library trustee association will have resources we can look into.

Judy made a motion to adjourn at 5:15. Amy seconded, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: November 15 at 4:00 p.m.