

## **LIBRARY TRUSTEE MEETING Draft Minutes**

**July 25, 2019**

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

**Amy called the meeting to order at 4 pm.**

**MINUTES OF LAST MEETING:** Beverly motioned to accept the June minutes as amended, Beth seconded the motion, all in favor.

**Acceptance of donations and unanticipated funds for June, 2019** Beverly motioned to accept \$229.50 in unanticipated funds, Amy seconds the motion, all in favor.

**TREASURER'S REPORT:** Spending is on track for this time of the year. We have a new electric service provider now. Computer support line is high, but this is an up-front cost for the year. There was a question from Beverly about upgrading our current computers to Windows 10. We should speak to John Ashak about this.

**DIRECTOR'S REPORT:** Circulation numbers look good, summer reading has 77 participants and is just winding down; reading logs need to be turned in by August 2<sup>nd</sup>. There are 114 adults participating in summer reading. Parking lot lines have been completed. We will send Alexa a thank-you card for painting the stripes in the parking lot. Backyard birds program in June had 35 attendees. July 30<sup>th</sup> is the Skywatch program at Stratham Hill park at 8 pm.

### **CONTINUING BUSINESS:**

**Update on Backpacks** - They haven't gone out much lately; the museum passes are flying off the shelf!

**Records Retention**- Beth discarded 3 boxes of old records up in the attic. There is more to be done, but this time of year it is too hot in that part of the building.

**Parking Lot/Sidewalk**-the library would pay to put a sidewalk in between the Library and Public Safety building, but the town would have to do the parking lot. We need an engineering plan so that we don't do this twice. We can put a warrant article on the ballot in March for approval to spend our donation money for the engineering plan and sidewalk. Larry will discuss this with the select board to get their feedback. Larry said the library would in effect make a donation of the walkway to the town. The town would maintain the walkway. Beth will attend the select board meeting in September and present the idea to the selectmen.

**Memorandum of Understanding**- Some discussion over the salary line- The town lawyer added a line that says the town is supposed to give us 1/12<sup>th</sup> of our salary money every month. We currently have the town process our payroll, which works much better. We would like to change what the lawyer wrote to reflect how payroll is actually processed. Judy will also write up new terms of agreement regarding a good faith effort to resolve differences. This will have to be approved by the town lawyer before the selectman can approve it.

**Health of A/C units**- John said he can still buy parts for the units. The refrigerant may be the problem since it is not available any more. There are multiple parts to each unit. A wholesale replacement of the fan, compressor, etc. could be done, so he can keep it limping along for a while. If the air handler in the attic needs to be changed, that would cost a lot more. It would cost about \$10,000 to replace a compressor. There was much discussion over how we would budget for A/C maintenance and how much we should plan on putting aside. A consensus was reached to put aside \$4,000 per year for AC

repair/maintenance into a non-lapsing account for 10 years. Amy will look up the language we were going to use for an expendable trust for repairs and maintenance.

### **ACTION ITEMS:**

Investment information- on the last page of the Treasurer's report.

Garden Maintenance Planning-We had a weeding day/pruning day with several trustees. Ainsley did some weeding on her own and sent her hours to Beth. We decided that the weeds in the stone need to be pulled instead of spraying them with weed killer.

Volunteer Policy-Amy noticed a couple of typos. Amy mentioned that we need to state that the role of a volunteer cannot replace that of paid staff.

Vacation Policy Documentation- Beth doesn't have a full version of Excel. She will try to enter formulas using the version of Excel she has.

### **NEW BUSINESS ITEMS:**

Begin 2020 Budget Review- Plans for next year; the big expenses will be walkway and putting money aside for the air conditioner maintenance. Payroll may need to be increased for next year since salaries went up. Beth will report on budget projections again in September; that will give us a better idea of where we stand in terms of making changes to next year's budget.

Service Contract for Generator Connections - We agreed that battery replacement should only be done every 3 years. Oil should be changed every year. If our generator runs a lot, the oil might need to be changed early? Should we get a quote from another company for maintenance? Laura is willing to call Philbrick's to see what they would charge for emergency vs scheduled maintenance. She will bring us prices next month.

### **NON-PUBLIC SESSION:**

Merit Awards

Amy made a motion to go into non-public session at 5:30 pm for the following reasons:

RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

Judy seconded the motion. A roll call vote was taken to go into non-public, all votes were in the affirmative.

Beth motioned to come out of non-public session at 6 pm. Judy seconded. A roll call vote to come out of non-public session was taken, all in the affirmative.

Amy made a motion to seal the minutes, Beth seconds the motion, all in favor. (Judy left at this point, so Laura filled in as alternate and voted on her behalf.)

Laura makes a motion to adjourn at 6:05 pm, Amy seconds the motion, all in favor.

### **PUBLIC COMMENT:**

### **CORRESPONDENCE:**

### **NEXT MEETING:**

**August 22, 2019 at 4:00 p.m.**