

**LIBRARY TRUSTEE MEETING Draft minutes**  
**March 28, 2019**

Amy Magnarelli, Beth Forgione, Beverly Mutrie, Judy Wilson, Laura Pouliot and Linda Coe were present. Barbara Tosiano, the Library Director, and Larry Smith were also attending.

Amy called the meeting to order at 2:05

**MINUTES OF LAST MEETING:** Beverly motions to accept the minutes as amended, Beth seconds, all in favor.

**Acceptance of donations and unanticipated funds for February, 2019** \$260.92 Most of this was from the book sale. Beth is interested in seeing what some of the books sold for. She is thinking that we might want to cull valuable books from book sale donations and sell them through the book dealer rather than the general book sale. Amy motions to accept \$260.92 in unanticipated funds. Judy seconds the motion, all in favor.

**TREASURER'S REPORT:** not this month

**DIRECTOR'S REPORT:** circulation is up a little bit over last year. They are working on cleaning up the patron data base; this will take some time. We now have an Instagram account. By the end of this year, we should have a social media policy so that the staff will have guidelines for usage of such accounts. Joanna attended a genealogy workshop to learn how to use the software the Library has. We need to report any snowplow damage to the town by April 3<sup>rd</sup>. We should add shoveling the vents to the generator, and shoveling a path to the oil fill, and clearing emergency exits to the snow plow contract for next year. This past winter, we had issues with the building not being plowed out on a Monday when Barbara was at work. Our cleaning person also comes on Mondays when the building is not open to the public. We need to specify that the building should be accessible on Mondays even if we are closed.

Tim Roache of the Rockingham Planning Commission is trying to get a lower electric rate for all municipal entities in Rockingham County. Larry said that the town is looking into this and legal counsel is reviewing the contract. We don't know the rates or the time frame of the contract yet. Barbara would like to know what the town is doing first before we sign anything. Beth makes a motion that we go ahead and sign on to the intent to join this coalition if the town (and legal counsel) vets this offer and also join. Beverly seconds, all in favor.

**CONTINUING BUSINESS:**

**Report from Friends Meeting-** Friends are trying to figure out ways to increase outreach and get more members. We are going to partner with Stratham Library to have a star gazing/meteor watching party with the NH Astronomical Society on July 30<sup>th</sup>.

**Update on Backpacks-** Judy did a promotional video showcasing the backpacks. That will be put onto the library website, as well as our Facebook.

**Records Retention-** We do not have a written policy for retention. We have a copy of what the town does. We have financial records going back 6 years. We tend to keep anything we have to give to the auditors in the "audit box". Barbara keeps records of major upgrades like the roof, HVAC, LED lights, etc. Amy was wondering about correspondence? Do we need to keep the Thank You notes that we get or send? We agreed that those can probably be gotten rid of. We should keep correspondence

with vendors. Personnel records should only be kept for 1 year after the person leaves. Margaret Byrnes of the NH Municipal Association wrote a recent article in the NHLTA newsletter about records retention and can advise us more specifically on what we need to keep. Amy will contact her to clear up a few of our questions regarding correspondence.

### **ACTION ITEMS:**

Investment information-We just had papers notarized to open a 24 month CD with \$50,000. There are no penalties on interest for early withdrawal. This account will be set up in a few days. The Vanguard account was up by about \$1,000.

Salary survey- We do not want to change our personnel policy in regards to vacation and sick days. When Barbara posted the Children's Librarian job, she referred to the personnel policy to specify vacation and sick time. The educational requirement for Children's Librarian is a bachelor's degree. We reviewed selected state salary data for various positions.

Our Library has current salary ranges of:

Director \$18-28 per hour

Children's Librarian: \$13-23 per hour

Library Assistant: \$11-18 per hour

Library Aide: \$10-16 per hour

Our current salary ranges seem to be in-range for all positions within the small seacoast libraries we compare to. (The libraries we compare to are: Nottingham, Northwood, E. Kingston, Fremont, Newton, Kensington, Newington, Lee, Madbury, Brentwood, New Castle, Newfields, Rollinsford, South Hampton and Greenland) We need to still assess individual employees and decide on raises needed for personnel. We can do this next month or hold a special meeting? We can make raises retroactive to January.

### **NEW BUSINESS ITEMS:**

Sign Code of Ethics- We passed around the code of ethics for everyone to sign.

Review and sign By-laws- Bylaws were signed.

Newly elected trustees –Amy and Beverly were both sworn in prior to the meeting.

Parking lot -Larry has spoken to Dick about this. Larry mentioned that there are 4 elections in 2020, and it became more evident the past election that the parking lot in the town hall is not adequate during the busy times of day. It would be a benefit to have extra parking nearby that the town could use on election day. It might cut the cost to do a gravel parking lot first, then pave it at a later date.

Memorandum of Understanding- We have been responsible for the outside of the building as far as siding and trim. Not the parking lot- we have been partnering with the town when the parking lot needs work. We would like some direction from the town about who covers what. The Board of Selectmen chose not to fund AC compressors in the last budget cycle. Beth will speak to Lori to get on the selectmen's agenda. The selectmen need to decide how they want us to handle funding the new AC compressors. Beth will write up a proposal including all options with pros and cons that the Library trustees can review before she meets with selectmen. We will postpone writing up the Memorandum of Understanding document until Beth has a conversation with the selectmen.

Election of officers: Beverly nominated the current slate of officers (see below) for re-election. Judy seconded the motion, all in favor.

Treasurer-Beth  
Secretary- Linda  
Chair- Amy  
Vice-Chair- Beverly  
Liason to Friends- Judy  
Laura's term as alternate is good for another 2 years.

Linda made a motion to adjourn at 4:10. Beverly seconds, all in favor.

**NON-PUBLIC SESSION:**

**PUBLIC COMMENT:**  
**CORRESPONDENCE:**

**NEXT MEETING:** April 25, 2019 at **2:00 p.m.**

DRAFT