

LIBRARY TRUSTEE MEETING Draft Minutes

June 27, 2019

Amy Magnarelli, Beth Forgione, Beverly Mutrie, and Linda Coe were present. Laura Pouliot was present as the alternate, and will be voting this evening. Barbara Tosiano, the Library Director, was also in attendance. Judy Wilson and Larry Smith were absent.

Amy called the meeting to order at 4.

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

Acceptance of donations and unanticipated funds for May, 2019 \$402.10 in unanticipated funds were collected. We got a \$100 donation for summer reading. Beverly motions to accept \$402.10 in unanticipated funds, Laura seconds, all in favor.

TREASURER'S REPORT: Not this month

DIRECTOR'S REPORT: Front desk computer has been updated. We now have 2 check-out locations, which is much more efficient with the summer crowds. RB Allen needed to change the battery in the Fire Alarm box. We should not have to pay for this since they were here only a month ago to check the system. If we purchase the paint, Alexa (member of the fire department) will put the stripes in our parking lot. Carol Sanborn will be back in the fall to teach baby yoga. Barbara will be interviewing a new substitute library aide on Saturday. The Skywatch program in Stratham at Stratham Hill Park will be on July 30th after sundown.

CONTINUING BUSINESS:

Report from Friends Meeting – Officers have been elected, they will meet again in August.

Update on Backpacks - an article appeared in the Hampton Union and Seacoast Scene recently.

Records Retention – Beth and Barbara cleaned out 2 or 3 boxes of old paperwork. There are more boxes to go through.

Parking Lot- We should talk about putting in a walkway between the buildings next year. If we are going to do this, we would need to get permission from the selectman before we can get a plan made.

ACTION ITEMS:

Investment information – Beth bought another 2 CDs. We are earning about \$30 per month in interest on all three of the CD's. Vanguard stock values are fluctuating up and down. The dividends and interest from the stock funds is being put into a money market that is currently earning 2.5% interest.

Garden Maintenance Planning- we need to find someone to do work in the garden. Linda and Beth can do some of the pruning. We can also thin out some of the perennials. Ainsley Pouliot is interested in helping with the weeding.

We need to get a photo of Carol Sanborn sent to the town so that it can be included in the town report under retirements.

NEW BUSINESS ITEMS:

Documentation of Vacation Policy- Amy cleaned up some of the language, checked the formulas, and included examples. Beth suggested that we add a couple of assumptions: full time =2080 hours per year,

part time is 1000 hours per year or less. Beth will attempt to put these formulas into an Excel spreadsheet to make it easier for Barbara to do the calculations for vacation and sick time.

Volunteer Policy- We reviewed the document and made several edits. Barbara will send out a clean copy for review before approval in July.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE: Amy read a Thank you note from Carol Sanborn.

Amy Made a motion to adjourn at 5:40, Beverly seconded, all in favor

NEXT MEETING: **July 25, 2019 at 4:00 p.m.**

DRAFT