

## **New Durham Public Library Trustees Draft Minutes**

New Durham Public Library Trustees' Meeting  
September 13, 2016 7:00pm  
New Durham Public Library

### ***Members Present:***

Lee Newman, Richard Leonard, William Meyer, William Kendrick  
*Others Present:* Cathy Allyn, Library Director

### ***Call to Order/Agenda Review:***

Lee Newman, Trustee Chair, called meeting to order at 7:11pm

### ***Public Input:***

There was no public input

### ***Approval of Minutes:***

Motion made by Lee Newman to approve Minutes of August 2, 2016, seconded by William Kendrick, motion carried.

### ***Financial Report:***

Report submitted by William Meyer, Treasurer. "Operating Account" balance is \$8,521.68 and "Trustees Account" balance is \$8,706.56 for period ending September 12, 2016. Accounts are balanced and reconciled. Trustees signed the invoice register. Motion made by Richard Leonard to approve Treasurers' Report, seconded William Kendrick, motion carried.

### ***Director's Report and Informational Items:***

Library has received Youth Arts Project grant for "Stories Sung in Clay".  
Letter was delivered to TA Scott Kinmond thanking BOS for HVAC upgrade to Library.  
New updated Guide for Library Trustees is now available for Trustees  
Library Director was injured at work while lifting and has received medical care for said injury.  
Library Director met with CIPC (Capital Improvement Plan Committee), summary is due September 19, 2016. Items discussed are flooring, adding storage space, Office redesign, and upgrading heating system.  
Exterior painting of building will need to be addressed; TA Kinmond and DPW Gingras have been contacted.  
Paint-a-Pig contest was a success with both adult and children's categories  
Robotics Jr. Team is registered and ready to get started.  
Ian MacKenzie is making new drawers at front desk  
Wright Museum pass has been renewed and Jerry Katz has been thanked.  
New computer was purchased for \$249.99 and one ergonomic chair for \$129.99  
Library staff will participate in Employee Appreciation Luncheon on September 22, 2016  
E-Book use is surging

**Old Business:**

Strategic Planning; 5 year Plan discussed.

Review Mission Statement

Identify Strengths and Opportunities

Community Input (Director will create questionnaires for adult and youth)

**Other Actions:**

No other actions

**Non-Public Session:**

**Motion to enter Non-Public Session by Lee Newman at ####pm, under RSA 91-A:3 II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, and RSA 91-A:32A (Salary discussions) and RSA 91-A32B (Open position).**

**Motion made by Lee Newman at 7:58pm to enter Non-Public session, roll call vote William Meyer – aye; William Kendrick –aye; Richard Leonard – aye; Lee Newman – aye;**

**Non-Public Session adjourned at 8:20pm**

**New Business:**

Motion made by William Meyer to approve hiring of Nicole Hunter as Library Assistant at an hourly rate of \$14.00 per hour ; raise hourly rate of two Library Aids \$1.00 per hour each; and raise hourly rate of Library Director \$1.25. Motion seconded by Lee Newman. Motion carried.

**Adjournment:**

Motion to adjourn meeting at 8:23pm by William Meyer, seconded by Richard Leonard, motion carried.

Respectfully Submitted,  
Richard Leonard, Secretary