

New Durham Public Library Trustees' Meeting

April 5, 2016 7:00 p.m.

New Durham Public Library

Members Present: William Meyer, Lee Newman, Joan Martin, Rich Leonard, William Kendrick

Others Present: Cathy Allyn, Library Director, Wolfeboro Public Access TV staff

Call to Order: Treasurer Bill Meyer called the meeting to order at 7:01 p.m.

Organization of Board: **Motion by Bill M. to appoint Lee Newman as chairperson; second by Rich Leonard. The motion carried unanimously.**

Motion by Bill M. to appoint Rich as secretary; second by Lee. The motion carried unanimously.

Motion by Joan Martin to appoint Bill M. as treasurer; second by Rich. The motion carried unanimously.

Public Input: There was no input.

Agenda Review: There were no changes.

Approval of Minutes: **Motion by Lee Newman to approve the minutes of February 25, 2016, with the understanding for the remainder of the Board that they accurately reflect what transpired, to the best of their knowledge; second by Bill M. The motion carried unanimously.**

Financial Report: Bill M. reported that the Trustees' Account is at \$8,306.46 and the Operating Account, \$3,466.36. He indicated he would be requesting a transfer of funds from Financial Officer Jen Nadeau. Members signed the Trustees' and Operating Account reconciliations and the invoice register, per the auditors' request.

Director's Report and Informational Items – Library Director Cathy Allyn provided information on two Trustee Orientation programs – a conference in Concord on May 23 with three work sessions and a workshop on June 18 in Hooksett. Bill Kendrick and Lee indicated they could attend the Concord conference and Rich will attend one or the other, depending on his schedule.

Cathy provided copies of the 2015 survey of the library, which goes to the state. She reported on 11 children's programs in February serving 141 and five adult programs serving 40. Candidates' Night was held at the library in February with 36 in attendance.

In March, there were 16 children's programs serving 137 and five adult programs serving 36. New programming included Basic Drawing for Kids and Color Me Calm for adults.

Cathy said overall attendance, ebooks, and circulation are up. Items are down, reflecting a decrease in budgeting but she is satisfied with the situation.

She said money would be needed for prizes for the Edible Book Fair on April 16, 2016. **Motion by Bill M. to set aside a total of \$50 from the Trustees' Account for the Edible Book Fair prizes; second by Bill K. The motion carried unanimously.**

In professional development, Cathy will attend a Library Administration Class on April 19, and Library Assistant Sheryl Bansfield will attend a free Genealogy workshop to support a class on Ancestry.com which she will lead and a free book repair workshop.

Old Business –

Simpli Safe – The system is here and Bill M., Lee, and Bill K. will install it.

Petty Cash Procedures – The library has instituted all of the auditors' recommendations for this.

Inventory/Marking Property – Staff has completed an inventory of items in the building. Cathy has ordered an invisible marker to mark the expensive items that might be stolen.

Code of Conduct Policy – Draft – First Reading – The Trustees reviewed the supplied materials and made some recommendations. Joan mentioned that the State Library has a list of model policies.

New Business –

Policy Review – Joan suggested the Trustees review a policy a month.

Record Keeping – Joan said she would supply a list of what records needed to be kept, including the length of time they should be retained.

Audit – Implementation of new financial procedures – The auditors recommended that all Trustees receive and review the scanned invoices sent out to the treasurer on a weekly basis. This was implemented several weeks ago.

The auditors also recommended the Trustees approve all financial information.

Motion by Bill M. to indicate all financial information was reviewed and approved by the Trustees; second by Rich. The motion carried. There were two abstentions.

Payroll Review – Joan said the Trustees are the authority and could check on staff scheduling now and then. Lee indicated scheduling fell to the Library Director.

Completing Action Items – Joan suggested there be periodic review so nothing is left hanging.

Any Other Business – There was no other business.

Adjournment – Motion by Joan at 8:07 p.m. to adjourn; second by Bill M. The motion carried unanimously.

Respectfully submitted,

Cathy Allyn