

**April 28, 2016**  
**Final Minutes LIBRARY TRUSTEE MEETING**

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, John Ashak and Linda Coe were present. Laura Pouliot was attending as the alternate library trustee. Barbara Tosiano was also in attendance with Richard Mc Dermott attending as the selectman's representative.

Amy called the meeting to order at 4:30

**MINUTES OF LAST MEETING:** Beth made a motion to accept minutes of March meeting, Beverly seconded the motion, all in favor.

**Acceptance of donations and unanticipated funds for April 2016**

Donations and unanticipated funds-total for the month \$581.15. This includes a \$500 donation from the Hampton Rotary Club for Summer Reading. John made a motion to accept \$581.15 in unanticipated income, Linda seconded the motion, all in favor.

**TREASURER'S REPORT:** The bill for testing the alarms got put under maintenance and repairs. Barbara just got the bill for fixing the second front door, so that is not in the report yet. Workers compensation line looks a little high for this time of year; Beth will compare workers compensation to what we had paid last year at this point. Beverly made a motion to accept the treasurer's report, John seconded the motion, all in favor.

**DIRECTOR'S REPORT:** March was a busy month! Kids, Books and the Arts gave us a grant for \$250 for summer reading; this was received too recently to include in the Treasurer's report. The Hampton Rotary also gave us \$500 for summer reading. Carol S. wrote to both organizations requesting funding. Barbara attended a workshop on Patron Privacy. We may want to re-think how we keep records of computer usage in light of what Barbara learned at this workshop. There is a customer service workshop next month in Hampton that Barbara will send three of our employees to.

**CONTINUING BUSINESS:**

**Building repairs update** (roof, trim, doors)- **front doors**-the second door (interior door, on the left) was fixed. The doors themselves are sound, but the mechanical parts are what are wearing out. So far Portland Glass has been able to find the parts and repair the door.

**Trim**-The weather needs to warm a bit before Ted Z. can begin painting.

**Roof**- we have quotes, and need to move forward on roofing. We need to make sure that we get a bottom line contract for the roof. John will dig through his quotes to obtain contact info for the companies that gave us quotes so that we can get the quotes updated.

**Computer upgrades**-the computer in the work room was the worst to get transferred over. John needs to transfer over the most recent backup and it will be ready to go.

**Credit Card Policy**- John made a motion to accept the credit card policy as amended, Amy seconds, all in favor.

**ACTION ITEMS:**

**Staff Appreciation Gifts for National Library Week**- 5 staff members, Amy will get Visa gift cards for them.

**Garden Maintenance Planning**- Carlos has cleaned up the garden beds and pruned the shrubs. He will come on a regular basis to keep flower beds weeded this summer. We might wait until after the roof is replaced to plant shrubs on the Drinkwater Rd. side of the building.

### Goals for 2016-

Barbara, had a few things that she wanted to add to her goals for this year.

1. Cleaning out the office and workroom.
2. Barbara is standardizing a lot of the accounts on the computers. Carol C., Leah and Franchesca are being trained on website stuff; the goal is that they should at least be able to post if the library is closed for a snowday, and update calendar information as needed.
3. Continue to make the library a welcoming and inviting place.
4. Trying to improve publicity-Barbara has begun accumulating a list of places to place press releases or ads.
5. Label and write up detailed instructions on how to use the audio/video system.
6. Inventorying and cataloging the "NH Books" (books on local history). The NH Books are not circulated, but exceptions can be made to take a book out overnight. Old, fragile books will not have a label stuck on them-they will probably get a special bookmark. Barbara thinks that we might want to get a locked acrylic case for displaying the most fragile books.
7. Other activities- Barbara is helping at the American Independence Museum and is doing book groups for the Hampton Historical Society.

### **NEW BUSINESS ITEMS:**

Exhibit Agreement for George Augusta Painting- John had questions on item 3. What is the proper environment? Beverly can spell out a few items like avoiding exposure to direct sunlight and excessive humidity. Beth also recommends that we set a schedule for where the painting will be hung at the beginning of the year. If there is any contention over the schedule, the schedule would default to the previous year's schedule. Since there is no air conditioning at the Historical society, maybe the painting shouldn't spend a lot of time over there during the humid months? The Historical Society Museum has insurance to cover contents of the building, we do not. Beverly will make a couple of changes we discussed and bring the agreement back to the Historical Society for their approval.

**NON-PUBLIC SESSION:** John made a motion to go into non-public to discuss personnel matters at 6:20 pm. Beth seconded, roll call vote to go into non public-all in the affirmative. Beth made a motion to come out of non-public session at 6:28 pm. Beverly seconded the motion, roll call vote to come out of non-public session, all in the affirmative. Beth motioned to seal the minutes of the non-public session, John seconded, all in favor.

Amy made a motion to adjourn at 6:30. Beth seconded, all in favor.

### **PUBLIC COMMENT:**

**CORRESPONDENCE:** Thank you to Phil Chura for donation of picture.

**NEXT MEETING:** May 26th, 2016 at 4:30