

LIBRARY TRUSTEE MEETING final minutes

August 24, 2017

Beverly Mutrie, Beth Forgione, Amy Magnarelli, and Linda Coe were present. Richard Mc Dermott and Barbara Tosiano were also in attendance. Laura Pouliot was attending as the alternate and will be voting this evening.

Amy called the meeting to order at 4:37

MINUTES OF LAST MEETING: Beth made a motion to accept the minutes with corrections. Laura seconded the motion, all in favor.

Acceptance of donations and unanticipated funds for July, 2017 \$566.50 in unanticipated funds. \$500 was from the Pimental family for summer reading next year. Beverly motioned to accept \$566.50 in unanticipated funds, Laura seconded, all in favor.

TREASURER'S REPORT:

Nothing new or concerning. Salaries are running at about 60% right now. Beth will see where we stand on salary money in October to be sure things are still on track.

DIRECTOR'S REPORT:

Weeding and inventory of the collection is under way.

Barbara has had 3 companies come out to look at the side doors to give an estimate for fixing the doors. No one has been able to provide an estimate yet. Ted will not be able to get a crew here until the end of September to fix and paint rotting trim.

Rolling Thunder- cannot pick up our book sale remainders this year. The Epilepsy foundation may be interested in taking the remainders.

The Friends of the Library are holding a fundraiser at Margaritas in Exeter on September 27.

Barbara is already starting to book programs for the Spring, so those programs will be included on the bookmark that is sent out with the tax bills.

CONTINUING BUSINESS:

Investment Policy- Quarterly review of investments is a good time-frame. The document covers everything we have discussed to date. Beverly made motion to accept the Investment Policy as is, Laura seconded the motion, all in favor.

Generator- need to get quotes from electricians for installation of transfer switch.

ACTION ITEMS:

Begin 2018 Budget Review- do we have any big ticket items for next year? CIP would prefer if we pay for maintenance items through our own maintenance budget, rather than getting money from the CIP. We will not have any CIP submissions this year. The curbing still needs to be fixed, but there was much discussion over whether the sidewalk is our responsibility or the town's. Richard will research this and coordinate with the town. We may need to shift our budget if the library is responsible for repairing the curbing.

Hardware- we need better patron computers. Barbara would like to replace the current patron computers with Chrome books (they have no storage, just web access and word processing). Barbara will research prices so that we can put it into the budget. We also need a cabinet for historical books. Barbara saw some nice models for about \$800. We might need to purchase some new children's chairs to replace the unsafe ones that we will be getting rid of. Generator project- need to get an estimate for how much an electrician would charge to install transfer switch, we would also need to

build some sort of a shelter for the generator. Beverly will ask Glen Aldrich to give an estimate to build a shelter for the generator. Richard suggested we get Dan Calderwood to give an estimate on installing the transfer switch.

Conferences- Barbara and Carol both have plans to attend another conference this year.

NEW BUSINESS ITEMS:

Fax Policy- we are getting rid of the fax, so do we need a fax policy? After some discussion, Beverly made a motion to retire the fax policy, Laura seconded the motion, all in favor. We have a scanner that patrons can use.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

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

Amy made a motion to adjourn at 5:45. Laura seconded the motion, all in favor.

NEXT MEETING: September 28, 2017 at **4:30**.