

LIBRARY TRUSTEE MEETING Final minutes
December 20, 2016

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.

Amy called the meeting to order at 5:00 pm.

MINUTES OF LAST MEETING: Nov 17th-minutes: Beverly makes a motion to approve, Beth seconds, all in favor. Dec 6th meeting minutes: Beverly motioned to accept as amended, Amy seconded, all in favor.

Acceptance of donations and unanticipated funds for November, 2016

\$595.60 in donations for December. Beverly made a motion to accept \$595.60, John seconded the motion, all in favor.

TREASURER'S REPORT: Beth passed around the most recent treasurer's report. Beth does not have actual numbers for payroll and benefits yet, so they are ballpark. Lori will provide up to date numbers on Dec. 29 or 30. We have about \$7600 (rough guestimate) remaining in our budget till the end of the year. We have a credit card bill and electric bill to pay before the end of the year, and Beth would like to pre-buy heating oil for next month. Amy makes a motion to pre-pay the heating oil bill by \$1,000, John seconds the motion, all in favor. When the end of year payroll numbers are in, Beth will know what needs to go back to the town. We have a contract with Prism energy for 120 months to pay off a no-interest loan for LED lighting. Beth would like to encumber the remaining funds to pay off the contract with Prism. Amy makes a motion to do that, John seconds, all in favor except Beverly voting against. Discussion over copier income: We are required to keep track of how much income we get from the copier. That money should be put back into copier supplies. Beth will put in a new budget line to reflect when we purchase copier supplies using copier income.

DIRECTOR'S REPORT:

Events for January-February are planned with snow dates for all of them. The Santa party and Polar Express were very successful. Friends of the Library are planning a wine tasting in January, and a pizza night at the Community Oven in Hampton. Barbara has had several calls from people requesting Ramblin' Richard again next year. LED light fixtures have been ordered.

CONTINUING BUSINESS:

Budget-Beth has a copy of the 2017 Budget. Budget hearing is Jan. 4th

Mailbox Post- is in and looks great!

Devices to notify of building temperature- Our thermostat has not been working well, and should be replaced. John made several recommendations for new thermostats. We need a 7 day thermostat to replace the one in the meeting room. The thermostat in the vestibule is fine. John will check to see that the main thermostat in the meeting room is hard wired, with a battery backup. The temperature alarm would be a separate device and Barbara found several for around \$40.

ACTION ITEMS:

AV Policy – Final Review do in January

NEW BUSINESS ITEMS:

Trustee timeline- Amy wants to adjust the salary ranges next year. We have not done this since they were first implemented. We can do this in February. We also need to plant some shrubs next spring-hopefully the drought will be over by then. The Personnel policy was done in 2013, so we need to review that again in February. We might want to review the hours that the library is open. Barbara and staff will keep track of traffic flow for a few months to get an idea of what most/least popular days and times are.

Town report- The Friends of the Library should have their own report; not be rolled into the Library Report. They should also list officers and meeting times and place. Building issues should be at the end of the report, after the programs. Barbara can put sub-headings in to make it easier to find areas of interest. We should also list all members of the Board of trustees at the end of the report.

6:50 Motion to adjourn by Beth, seconded by John, all in favor

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE: Thank you to Glenn Johnson and Tracy Thompson

NEXT MEETING: Jan. 26, 2017 at 5:30