

LIBRARY TRUSTEE MEETING Final Minutes
October 19, 2017

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

Amy called the meeting to order at 4:35

Minutes of Last meeting: Beverly made a motion to approve the minutes with amendments, Beth seconded the motion, all in favor.

Acceptance of Donations and unanticipated funds for September 2017- The book sale netted \$1,136.90. The bake sale \$185, yard sale \$94, Beverly motions to accept a total of \$1870.90 in unanticipated funds for September, Linda seconds the motion, all in favor.

Treasurer's report:

Beth plans to pay off the Unitil loan for the lighting upgrade at the end of this year. Beth has projected expenses until the end of the year. Payroll is right on track for this year. She would like to pre-pay \$1500 on the oil bill before winter. She has also included ball park figures for the door repair and electrical wiring for the generator (around \$8655). That should leave us with some money left over. We still need to buy a book case, and we can buy an organizer case to go on the TV cart for the Accucut dies. Barbara was wondering if we should buy an AED defibrillator unit since all staff is now CPR certified? We need a few more child sized bucket chairs in the craft room. We will probably end up giving money back to the town at the end of the year. After some discussion, we decided to keep our budget flat for next year.

Director's report: Circulation is up again this month. Barbara says a lot of people have been checking out movies. Barbara is attending the NELA conference on Sunday and Monday. Side door replacement- Barbara got another estimate from LaValley. All the carpentry repairs to the outdoor trim have been done. Painting should be done soon. A bollard out front has fallen over completely and the granite has cracked. This has been repaired. We had 11 applications for the open Library Assistant position. Barbara scheduled 2 interviews which both went successfully. Barbara has completed the annual staff reviews. NH Library Trustees association meeting is May 14, 2018 and will be held in Manchester.

Continuing Business:

Side door replacement- we are going to go with the quote from Middleton Lumber and the "House Doctor" of Stratham to do the installation.

Outside work and landscaping- Carlos needs to trim a few more trees. We should also think about putting compost on the flower beds.

Generator- We will need a storage shed for the portable generator. We will also need a cement or crushed stone pad for the generator. Philbric's can give us an estimate for an automatic generator in case we decide to go that route. Annual maintenance for an automatic generator will be about \$250 a year. Beverly and Laura will try to get Mark Sikorsky to tell us where the plug should go. We should at least get the wiring done so that if we need to drag a portable generator over this

winter we can just hook it up. The same wiring would also work for an automatic generator if we decide to install one at a future date.

Questionnaires are printed, folded and at the Town Hall- We would like to do something to thank Abby for stuffing the questionnaires into the envelopes for us. If Carol Sanborn would be willing to make a basket, we could go shopping at On the Vine and get some fancy snacks and a bottle of wine to put in the basket?

Action Items: Amy makes a motion to spend up to \$900 for an AED defibrillator unit, Laura seconds the motion, all in favor.

Bev made a motion to spend up to \$2000 to clean the windows before winter (it should cost less than that). Amy seconded the motion, all in favor.

New Business items:

December 26-possible closing? The staff would like to be closed that day (a Tuesday) especially since they will be open on the 23rd (Saturday before Christmas). We agree that this would be OK.

Non-public session:

Amy made a motion to go into non-public at 5:35 to discuss personnel, Laura seconded the motion. A roll call vote to go into non-public was taken, all in the affirmative.

Beth motions to exit non-public at 5:45, Laura seconds the motion, all in favor. A roll call vote out of non-public session was taken, all in the affirmative.

Beth motions to seal the non-public minutes. Beverly seconds the motion, all in favor.

Personnel matters discussed during non-public (salary amounts were omitted):

Barbara would like to offer Joanna Meighan the job of Library Assistant to start on Oct 28th for 15 hours per week. Beth makes a motion to hire, Laura seconds, all in favor.

Francesca has increased her hours to 15 hours a week.

Since Leah is doing the same job as Francesca and Joanna, we should promote her to Library Assistant as of December first. If this can happen by November first, that would be preferable. Beth makes a motion to promote Leah to Library Assistant, Laura seconds the motion, all in favor.

Bonnie Sheets and Rosemary Deegan are our current substitutes. Barbara also interviewed Erin Sniderman and would like to offer her a job as a third substitute. Beverly made a motion to hire Erin as a substitute, Beth seconds the motion, all in favor.

Beth made a motion to adjourn at 5:50, Laura seconds the motion, all in favor.

Next meeting: November 16, 2017 at 4:30