

LIBRARY TRUSTEE MEETING Draft MINUTES
October 23rd, 2014

Attendees: John Ashak, Linda Coe, Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Haskell were in attendance. Richard McDermott was attending as the Selectman's Representative. All Friends of the Library present (too many to list!).

Amy called meeting to order at 5 pm

MINUTES OF LAST MEETING: No Changes. Amy made motion to accept, Beverly 2nd the motion. All in favor.

Acceptance of donations and unanticipated funds for October, 2014

Book Sale	\$651.25
Craft Fair registration	\$150
Conscience box	\$6.50
Copier income	\$ 26.65
Donations for summer reading	\$340.20
Grant from NH Humanities council	\$250
<u>Reimbursed materials fund</u>	<u>\$49</u>
Total	\$1477.55

This includes all book sale money and two donations for the summer reading program in 2015. John made a motion to accept \$1477.55 in unanticipated income, Amy 2nd the motion. All in favor.

DIRECTOR'S REPORT: The Library will not be open on Dec. 24th.

The new website is almost ready to launch. Judy is hoping it can be launched next week.

CONTINUING BUSINESS:

1.) Friends of the Library update/Halloween party-

We estimated that 60 tickets have been sold. Of those, at least 10 people said they couldn't attend. We have around 18-21 carved pumpkins and tea lights to put in them. Beth tested the music at Churchill's and the sound system is set up. Amy made a list of who needs to bring what to the party and will send it out to everyone tonight. We should plan to arrive 4:30-5 to do any last minute set-up that is needed. We also discussed various jobs and who would do them. The Friends-of-the-Library group departed from the meeting at 6 pm.

2) Update on Tucker Library Interiors proposal-Beth signed the contract for the work to be done; tab was around \$18,820. (grand total 23,040.82, this includes the deposit a we put down a year or so ago.)

3.) Updated 2015 Operating Budget- Beth submitted our projected budget to the town. Judy emailed it to trustees a couple weeks ago. We took \$1500 out of technical equipment; we will use donation money to buy a projector. Materials budget went down to \$15,000. We have

discussed salaries, but benefit numbers are still not in, so we don't know total cost. That portion of the budget will be submitted to the town after the benefit numbers are available. Judy and Beth are meeting regularly to make sure budgeted spending will not go over for the end of the year. We still have \$600 in Land Maintenance for this year that should be used to remove the overgrown shrubs at the front of the building, and prune remaining shrubs. Beverly would like to increase merit pay in 2016.

4.) Update from Tony Delano re: heat mitigation project- he is waiting for an insulation estimate from Will Lojek. Tony and Will agreed that insulating the foundation is a very expensive proposition and may not give us much return for the investment. We should focus on the spaces in the walls of the building that were identified by thermal imaging studies and ceiling/attic for additional insulation. Beverly suggested contacting other insulation contractors for estimates so we can get this done before the really cold weather sets in.

5.) Credit Card Policy-There were two things to change on the policy. Amy has those and will add them to the policy. She will send this out for review so that we can accept it at the next meeting.

ACTION ITEMS: Amy will add changes to the Credit Card policy and send it out to everyone. We can vote on it next month. Amy will also make changes to the Behavior policy and send it out to everyone.

NEW BUSINESS ITEMS: Behavior Policy Discussion- Amy thought we should add an item from the NH state library about not being responsible for unattended personal possessions. There was a short discussion about young children's computer usage. We currently have a policy that parents must supervise if kids are under a certain age; this is in our computer use policy. Disruptive behavior- should loud conversations be included? Maybe we should leave this to the discretion of the staff?

NON-PUBLIC SESSION: John made motion to go into non-public session for the purpose of personnel review at 7 pm. Beverly 2nd the motion, all in favor. Roll call vote taken to go into non-public session. All vote assented.

Motion to come out of non-public by Beverly. at 7:15. 2nd by John; all in favor. Roll call vote to come out. At 7:15pm John made a motion to seal minutes of the non-public session. Seconded by Beverly. All in favor.

Amy made a motion to adjourn at 7:20. John. 2nd the motion; all in favor.

NEXT MEETING: November 20th, 2014 (in lieu of meeting on Thanksgiving)