

LIBRARY TRUSTEE MEETING (FINAL MINUTES)
December 19th, 2014

Attendees: Linda Coe, Beth Forgione, John Ashak, and Beverly Mutrie were present. Laura Puliot was present as an alternate and was voting until Amy arrived. Richard McDermott was attending as the selectman's representative and Judy Haskell was present. John called the meeting to order at 4:45. Amy Magnerelli arrived at 4:55.

MINUTES OF LAST MEETING: Beverly made a motion to accept the minutes as ammended, John 2nd the motion, all in favor.

Acceptance of donations and unanticipated funds for December, 2014

Miscellaneous income:	\$141.80
Conscience Box Money	\$4.00
Copier Money	\$10.00
Donations	\$114.00
Reimbursed Materials Fund	<u>\$9.99</u>
Total	\$279.79

Beverly made a motion to accept \$279.79 in unanticipated funds, seconded by Laura, all in favor.

IMPORTANT DATES REMINDER:

- January 7th – Budget Hearing at 7pm. Beth and Judy will attend
- January 8th – Town Report for 2014
- January 19th – Town Audit for 2014
- January 31st – 1st Deliberative Session at LAS (Feb. 2nd snow date at Town Hall)

DIRECTOR'S REPORT: Saturday, Jan 3rd-library will be open, and all hands will be needed to pack from 10am until we are done. Packing will start on Dec 30th, on a smaller scale. We need about 200 more boxes. Most of the books in children's area will need to be packed. We will ask members of the Friends of the Library to help pack; boy scouts have been asked to help as well.

The library has been selling donated cookbooks during the holiday season, generating \$72.80 in income for the month of December.

Judy will ask Will Lojeck if insulation work can be completed in the 2014 fiscal year. We also held back money for pruning trees and should get that done by the end of the year too.

CONTINUING BUSINESS:

Update on Tucker Library installation of shelves- see above under Director's Report.

Estimate from AV Experience for audio visual equipment = \$5168.00. Screen will have a remote and can be raised to cover lower part of the big window in the central seating area. We

will also have speakers, a microphone, projector and Blue ray player, as well as a HDMI connection to go to a computer. This price includes installation. They will also warranty all work and the electronics for 1 year. Beth makes a motion that we spend the money, Amy seconds, all in favor.

Updated 2015 Operating Budget – Warrant Article? Our warrant article from last year didn't mention if it was lapsing or non-lapsing. Richard will check to see if we need another warrant article to renew it for this year, or if it is non-lapsing and we can still spend those funds in the next fiscal year. We also need a warrant article to put aside \$6,000 for our painting and maintenance fund.

The Capital Improvement Committee would like us to submit a 5 year plan; we need to do this in January. John suggested that we may want someone to come and inspect the roof to give us an assessment of the condition. We should also have the person check out the rest of the building to see if there is anything that we should be fixing sooner rather than later. Laura suggested a home inspector that she really likes. Richard also recommended J. Carnes, a local roofing contractor.

Treasurer's report: Beth passed around the most current budget figures for this fiscal year. She expects us to go \$5000 over our budget for this year. We have plenty of donation money to cover the difference, and will not have any money to carry over to next year for pre-payment of oil, and materials. Beth believes that not encumbering money for next year will make accounting more straight forward for next year. If the bill passes the NH legislature allowing "prudent man" investing by public entities, we should re-visit our investment strategy for 2015. Beth will look at the budget before the Jan. 7 town budget hearing to see if we can trim anything from next year's budget.

ACTION ITEMS: All hands on deck for packing books January 3, 2015 at 10 am!

NEW BUSINESS ITEMS:

Establishing goals for 2015:

Need to figure out a 5 year plan for the Capital Improvement Committee after the inspection.

Other goals: Look at opportunities to use our new AV system, we will develop a policy for AV usage in January, investigate installation of solar panels on the roof, and revisit the idea of an emergency backup generator with automatic starting capability. Judy has a list of policies that need to be updated, and we should create a new investment policy if House bill ? (bill allowing "prudent man" investing by public entities) is passed by the legislature.

Granite curbing at the edge of the parking lot/sidewalk is in really bad shape, plowing company should be held responsible for repair costs, since they damaged it several winters ago. Richard will mention it to them.

NON-PUBLIC SESSION: not needed

PUBLIC COMMENT:

CORRESPONDENCE: Amy read Thank-you notes from staff members who received merit awards.

NEXT MEETING: January 28th, 2015 (Please Note: this is a Wednesday evening)

Motion to adjourn: Amy at 6:15. Motion was seconded by John, all in favor.