

**LIBRARY TRUSTEE MEETING MINUTES**  
**January 22nd, 2015**

Attendees: Linda Coe, Beth Forgione, John Ashak, Beverly Mutrie and Elaine Ahearn were present. Amy Magnarelli arrived at 5:15 pm. Laura Pouliot was unable to attend. Richard McDermott was attending as the selectman's representative and Judy Haskell was also present. John Ashak called the meeting to order at 4:58 pm.

**MINUTES OF LAST MEETING:** John made a motion to accept the minutes of the December meeting, Beth seconded the motion, all in favor.

**Acceptance of donations and unanticipated funds for January, 2015 –**

Miscellaneous Income	\$97.00
Conscience Box money	\$6.95
Copier money	\$15
Donations	\$460
Reimbursed Materials fund	\$32
Total	\$610.95

Beverly made a motion to accept \$610.95 in unanticipated income. John seconded the motion, all in favor.

**IMPORTANT DATES REMINDER:**

Sign up for Town Elections by January 30<sup>th</sup>.

**DIRECTOR'S REPORT:** no questions or comments.

**CONTINUING BUSINESS:**

Mark Sikorsky will be doing the wiring for the new AV system at a cost of \$250. AV Experience in Hampton Falls gave us a \$500 discount on the AV equipment we purchased. They will install the equipment as soon as the wiring is done.

Warrant articles-don't need to put one in this year for spending our own money; last year's warrant article was non-lapsing.

CIP- Other improvement projects in town received a higher priority than the library, so we will not be on the ballot this year for adding money to our capital improvement fund. Amy is going to put together a 5 year plan to spread maintenance costs.

2015 budget- we are not pre-paying anything, so Beth was not comfortable decreasing the budget.

House Bill 297 passed and we can now invest according to the prudent man rule. We need to find someone who will give investment advice. Beth will begin making inquiries.

Tucker Library should be installing new furniture in Feb.

Javier finished pruning the shrubs around the building.

### **ACTION ITEMS:**

### **NEW BUSINESS ITEMS:**

From Elaine: Amy Grace Lloyd- "The Affairs of Others" author is willing to come give a talk. The author, Linda Finkel, may also be willing to talk. If we wanted to do a garden tour this year, we need to start planning now. Judy will forward this information to the Friends group. May would be a good time of year for an author talk.

5-year plan spreadsheet- Amy developed a spreadsheet to track CIP expenses. We should add heating, furniture and fixtures, we should probably consider a hardware/software/technology category (although we wouldn't need anything for quite a while). Well- should probably be changed to water treatment system since the well is located at the public safety complex. We may want a line for construction? We could also add generator. Safety/ADA compliance? Parking lot, sidewalk? Richard will call J. Carnes to give an estimate on roof repairs/replacement and how much life is left in the roof. Building trim and the roof are priority items for maintenance. We should probably have a separate sheet for maintenance items where we can record dates. That way if there is turnover on the board, there will be some history of when work was done.

Establishing goals for 2015 – timetable,

Judy also passed around a list of policies we have and when they were last updated. When we update our internet use policy, should we include a policy on social media? We will move investment policy up to March and move Fax policy to June. Technology plan should also be updated this year.

**Treasurer's report-** Beth reviewed the final Treasurer's report for the end of fiscal year 2014. We spent all of the town money, and we spent \$9000 of our own donations money for the renovation project. Beverly makes a motion to accept the 2014 year-end financial report. John seconds the motion, all in favor. Judy and Beth have finished documenting procedures for the treasurer and bookkeeper, as well as a budgeting procedure. Beth will add a new sheet to the treasurer's report to keep track of warrant article money for any repairs or maintenance work.

**NEXT MEETING:** **Wednesday, Feb. 25<sup>th</sup> at 5 pm.** Linda requested that meetings be moved to the fourth Wednesday of the month through April. That would put the next several meetings on **March 25 and April 22<sup>nd</sup>.**

John made a motion to adjourn at 6:45, Beverly seconded the motion, all in favor.