

LIBRARY TRUSTEE MEETING Draft minutes
November 20th, 2014

5:05 pm meeting called to order.

Linda Coe, Beth Forgione, Amy Magnerelli, John Ashak, and Beverly Mutrie were present. Elaine Ahearn and Laura Puliot were present as alternates, Richard McDermott was attending as the selectman's representative and Judy Haskell was present.

MINUTES OF LAST MEETING: Amy made a motion to accept the minutes of the October meeting. The motion was 2nd by John, all in favor.

Acceptance of donations and unanticipated funds for November, 2014

Miscellaneous income	26.32
Conscience Box Money	11
copier money	25
Donations	300
Reimbursed Materials fund	84.04
Total	\$446.36

John made a motion to accept unanticipated funds for November, seconded by Beverly, all in favor.

DIRECTOR'S REPORT: Judy has been adding to the website. Tina (our bookkeeper) is working with Judy and Beth on documenting procedures for balancing the books and for preparing reports for auditors. Girl scouts will be helping to decorate the library for Santa's visit.

CONTINUING BUSINESS:

Friends of the Library update/Halloween party- Judy doesn't have the exact numbers from the party yet as some donations are still coming in. There was a shortfall, but that will be covered by the Friends of the Library. In January there will be a fundraiser at the Community Oven in Hampton for the Friends of the Library.

Update on Tucker Library Interiors proposal- Cory was asked for what type of screen we should install? We would like to buy a screen before the end of the year. Cory still needs to set a date for when the work will start.

Updated 2015 Operating Budget- Beth was able to trim some money from the budget based on past spending. Custodian line dropped by \$350. Part time was kept level funded even though some part-timers are getting a raise. Electricity is level funded, but we know that Unitil rates will be going up 40%. Our electricity is provided by Northeast ? , but their price is locked in for two years. We decided to go back up to \$7500 for electricity, given the uncertainty in rates. Other property services- was not used this year because the scouts did leaf raking this year. If we can continue to rely on volunteers to do fall clean-up for us, we can lower this budget line.

Everything else will stay the same as of our last budget discussion. Beverly made a motion to submit our budget for 2015 for the amount of \$181,025 to the town, John seconded the motion, all in favor.

Beth would also like to submit a warrant article asking voters to spend \$30,000 of library funds. This will have no impact on tax rates.

Update from Tony Delano re: heat mitigation project- Will Lojeck saw the thermal imaging report. He estimates it will take 2 men 2 days to do the work for \$1725.00. If weather stripping needs to be replaced, that could add another \$250.00. (If weather stripping is commercial grade, it may cost more). Linda will make motion to do insulation work as long as the cost doesn't exceed \$1725.00, John seconded, all in favor.

Approve Behavior Policy- Amy added items 9 and 10 based on our past discussion. These came from the NH State Library. Call this "Use of facility and materials policy"? After some discussion, we decided to keep the name, "Behavior Policy". Change #4-to read, bicycles "must" be parked in the bike rack. #9-library should not be capitalized. Amy-Made a motion to accept as ammended. John seconded, all in favor.

Credit Card policy- there is no individual purchase limit, there is a limit on the card of \$3000. Amy went over the changes she made. Beverly would like to remove the last half of the sentence in 3b because it is repeated under 4. Beverly would also like to see all of the policies written in the same font so that they look more unified. Beverly made a motion to approve Credit Card policy as amended, John seconded, all in favor.

ACTION ITEMS:

NEW BUSINESS ITEMS: Amy bought a new generator and would like to donate her old generator to the library. Richard says it would be OK to store it in the garage by the town hall. We will need to have it wired in.

NON-PUBLIC SESSION: For the purpose of Director's annual evaluation.

At 6:30 Amy made a motion to go into non-public, John seconded, roll call vote taken, all in the affirmative. Amy made a motion to come out of non-public at 6:43. A roll call vote was taken, all in the affirmative. Beverly made a motion to seal the minutes of the non-public session, Amy seconded, all in favor.

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

NEXT MEETING: Friday, December 19 at 4:45 pm (rather than meeting on Christmas Day)