

LIBRARY TRUSTEES' MEETING

March 27, 2018

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 6:06 PM.

MINUTES

Cindy Jury pointed out an error on the date in the minutes header. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for March 27, 2018 as corrected.

ELECTION OF OFFICERS

Cindy Jury nominated Kate Norton as Chair, Martin Isaks seconded. Kate Norton nominated Cindy Jury as Vice Chair, Martin Isaks seconded. Cindy Jury nominated Martin Isaks as Treasurer, Kate Norton seconded. On these three motions, the Trustees voted to accept the nominations as moved, electing the individuals to a year's term of office.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

Checking Account (Salem Coop Bank)	\$ 48,216.72
Certificate of Deposit (Salem Coop Bank)	\$ 10,837.63
Subtotal	\$59,054.35
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,053.51
Marois Bequest Account (Salem Coop Bank)	\$ 1,023.19
Subtotal	\$9,076.70
Total Trustee Funds	\$68,131.05

Bills for consideration:

Children's Museum NH (Museum Pass)	\$ 300.00
Strawberry Banke (Museum Pass)	\$ 250.00
Currier Museum of Art (Museum Pass)	\$ 80.00
Amazon (Printer – Women's Club Gift)	\$ 119.98
Total Bills	\$749.98

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's report and pay the bills as presented.

The Trustees reviewed the spreadsheet version of the Treasurer's report. There was no expenditure report because the budget had just been passed in the general election.

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Ms. Baker passed out copies of a memo for the Trustees, approving the use of the COLA warrant that passed in the general election. The Trustees all signed.

Ms. Baker passed out copies of correspondence from Citizen's Bank regarding a Notice of Hearing for the Brock Trust. The situation had been resolved, and there would not be a hearing. This matter is in regards to the full Mary E. Brock Trust, from which the Library, along with several other organizations, receives an annual payment.

OLD BUSINESS

The first order of Old Business was Budget Final Vote

Because all the Library's warrants and the 2018 budget had passed, there was a brief discussion of the timing for the Carpeting Project and the AC project. Ms. Baker recommended doing the AC in the spring and the Carpeting in the fall. The Trustees were in agreement.

The second order of Old Business was the Fire Inspection Update

Ms. Baker reported that there had been some difficulty getting the Fire Inspection approved for the replacement of the fire box and smoke detectors. The strobes, not part of the project, were no longer in perfect synchronization with the alarms, and are required to be. Unfortunately, there were no funds available for this additional work in 2018. The Library had successfully negotiated a provisional inspection approval with the expectation that the work would be part of the 2019 budget. Ms. Baker had received a quote from ECI for just under \$4,200.

The third order of Old Business was Trustee Purchases Update

Ms. Baker reported that the scheduling software had been purchased and was being set up and worked with, with a view of going live in a month or so. She reported that it was easy to work with and was promising to be a great solution. Various factors had delayed moving forward with the people counter, but that is now underway and may be installed by next month.

NEW BUSINESS

The first order of New Business was Audit Update

Ms. Baker reported that the audit materials had been sent over to town late last month, and had been returned a week ago. There had been no question, no requests for further information so apparently all was fine.

The second order of New Business was the Way of the Cross/High School Graduation

Ms. Baker reported that she had not received a request from the Way of the Cross organizers this year and wasn't sure if that meant there would be no event, or that they would be following the practice of the past few years. With Good Friday just 3 days away, she would know soon enough.

Ms. Baker also reported that the School Board had decided on Friday, June 8 for graduation. For the past few years, it has been the Library's practice to close at 5PM. After a brief discussion, on a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to close at 5PM on June 8 due to the High School Graduation.

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The third order of New Business was State Report

Ms. Baker distributed copies of the state report submitted last week. This is an annual report, with a new interface being used by the state this year. Ms. Baker said most of the information is right from the town annual report. She suggested that the Trustees look over the report and if they have any questions to bring them up at the next Trustee meeting.

The fourth order of New Business was Changes to Sick Time (Grandfathered Plan)

Ms. Baker reminded the Trustees that the SEA contract the Library has mirrored made significant changes to sick time accrual, sick time buy back, and vacation buy back. This will require a policy update. Ms. Baker had not gotten the full details in time for the meeting, but promised she would have all the information for a discussion at the next meeting.

DIRECTOR'S REPORT

The Trustees reviewed the report. Ms. Baker admitted that she had forgotten to include that several trees had been lost/severely damaged during the last storms. The fruit tree along the driveway between the two levels will need to be removed by the Library. The severely damaged trees lining Geremonty will need attention – Ms. Baker is not sure as yet whether the Town will accept responsibility as they are part of the line of trees on Geremonty, or whether it will fall to the Library. Ms. Baker said she was looking for a garden design and it was challenging to find a local vendor that would provide something other than a standard business garden. Kate Norton suggested contacting NHTI and Cindy Jury will talk with some contacts that might be helpful.

TRUSTEE MATTERS

Kate Norton asked for information relating to the Library's workflow due to the NHU-PAC ILL failure. Ms. Baker provided background and what the State Library is offering as solutions and plans. Overall, Ms. Baker did not think the failure had overburdened Kelley staff so far.

PUBLIC MATTERS

Cindy Jury, speaking from the point of view of Success by Six, said that the licensing for day cares are asking for evacuation plans that would include a location to evacuate to. She said that there were other day cares in the vicinity that are facing the same issue. She was inquiring as to whether the library could be so designated. The plans appear to need a 72 hour commitment. The Trustees discussed at length. Ms. Baker will contact CERT and the Town Manager to see what kind of options exist.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for April 30th at 6:00 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 7:22 PM.