

LIBRARY TRUSTEES' MEETING

August 29, 2018

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:30 PM.

MINUTES

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees unanimously voted to accept the minutes for the July 24, 2018 public meeting. On a motion by Martin Isaks, seconded by Cindy Jury the Trustees voted unanimously to accept the minutes for the July 24, 2018 non-public meeting.

TREASURER'S REPORT

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

Checking Account (Salem Coop Bank)	\$ 45,537.30
Certificate of Deposit (Salem Coop Bank)	\$ 10,873.89
Subtotal	\$56,411.19
Brock Trust Fund Interest Acct (Salem Coop)	\$10,033.16
Marois Bequest Account (Salem Coop Bank)	\$ 1,023.62
Subtotal	\$ 11,056.78
Total Trustee Funds	\$67,467.97
NH Historical Society (Museum Pass)	\$ 75.00
K-Log (Desk for Head of Adult Services)	\$ 640.92
Total Bills	\$715.92

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. They then reviewed the expenditure report for July 2018.

OLD BUSINESS

The first order of Old Business was 2019 Budget

Ms. Baker reported a change to the proposed budget distributed at the last meeting. She had received an updated cost for the HVAC project, which would be an additional \$1,361 for a new bottom line of \$1,578,009. The Trustees reviewed at length, focusing on the relatively high increase for this budget compared to prior years. They then reviewed the memo for the Selectmen which included the explanations for increases. After serious deliberation, they decided to move forward with the budget as proposed, with the building project costs included rather than brought forward as a Warrant Article. They agreed that having the full cost upfront

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would allow the town more leeway in planning. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to put forward the 2019 Operating Budget with a bottom line of \$1,578,009.

Martin Isak suggested a change in the wording of the memo to the Selectmen in the staff costs section. After discussion, Ms. Baker will make several changes and submit with the budget.

Ms. Baker will send over the budget by the end of the week, well ahead of schedule. The Trustees reviewed the budget calendar, marking important upcoming dates.

The second order of Old Business was the Facility Projects

Ms. Baker reported that the HVAC project had been awarded to CAC who had the lowest bid.

Ms. Baker then distributed a document comparing the 3 bids for the flooring project. After some discussion, the Trustees chose to go with the EdgePro bid that was just slightly higher than the lowest bid, with the reasoning that the EdgePro bid was more detailed, with the costs broken down and itemized. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the EdgePro bid for the flooring project.

The third order of Old Business was Keyboards

Ms. Baker reported that new keyboards had been purchased and deployed in the public computer area where needed.

The fourth order of Old Business was Wood Carving

Ms. Baker reported on her efforts to find someone who could carve the stump on the library's property. She reported, thanks to the Nhais list, she had a Salem contact and a Goffstown contact. She is following up with both.

NEW BUSINESS

The first order of New Business was Forms for Town

Ms. Baker talked about the release form from Town to authorize the release of funds from the Separation account to reimburse the Operating Budget for the recent separation. All the Trustees signed and Ms. Baker will forward to Town.

The second form was an update to the Separation Worksheet used by HR to determine Separation costs for Library employees. The update reflects the recent decision by the Trustees. Kate Norton as Chair signed and the form will be forwarded to HR.

The second order of New Business was CD Shelving

Ms. Baker reported that discussions had been going on about what to do with the CD shelving with the upcoming flooring project. It is located where it is because it started to fall apart when last moved. Ms. Baker reported that the collection is still performing very well, and asked the Trustees to consider the purchase of new shelving. The Trustees looked at the proposal and the cost, and will resume discussion at a later meeting.

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DIRECTOR'S REPORT

The Trustees reviewed the printed report.

TRUSTEE MATTERS

There were no Trustee Matters

PUBLIC MATTERS

There were no Public Matters

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for September 17th at 5:30 PM at the library.

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 6:37 PM.