

New Durham Public Library Trustees' Meeting
January 8, 2018 7:00 pm
New Durham Public Library

Members Present: Richard Leonard, William Meyer, William Kendrick

Excused: Lee Newman and Laura McCarthy.

Others Present: Cathy Allyn, Library Director

Call to Order: Chairperson William Meyer called the meeting to order at 7:00 p.m.

Agenda Review: There were no changes.

Public Input: None

Approval of Minutes:

Motion by William Kendrick to approve the minutes of November 6, 2018 and December 4, 2018, as written; second by Chair Meyer. The motion carried unanimously.

Financial Report:

Treasurer Richard Leonard said the accounts are current with all bills. He spoke briefly on the problem the Town and library has had with the credit cards being declined, explaining that there are multiple accounts under the Town's municipal umbrella so there is a credit limit on those accounts together. Another department's balances, therefore, can affect ours, which is what occurred.

He said the library accounts are balanced and reconciled through December 31, 2018.

Motion by Chair Meyer to accept the financial report; second by Mr. Kendrick. The motion carried unanimously.

The Trustees signed the invoice register.

Director's Report and Informational Items:

Library Director Cathy Allyn reported on the months of November and December. She said it was time to really crack down on patrons with overdue materials. The library rarely has sent out invoices, usually because they are unsuccessful, but she and Administrative Assistant Sheryl Bansfield have launched a calling campaign telling these patrons that invoices will be sent out in January if the materials are not returned.

Cathy picked up the Story Poles plaque; the consensus of the Board was to locate it on the wall by the front door, and revisit the subject in the spring.

Cathy announced that reports for the Town Report are due January 22, 2019.

She said supplies for the new Magnet Center have been purchased; the magnetic board needs to be installed on the bookcases.

Chair Meyer has once again made a bookcase for the picture books section and will install it in January 2019.

Numbers for programming in November and December are very high.

Yearly statistics: physical attendance is down slightly, but total circulation is extremely high - 1,189 higher than 2017's banner year.

Ancestry searches numbered 748 for this year.

Old Business:

Land Swap - Cathy told the Trustees the land swap issue will be on the 2019 Warrant and suggested members let the public know that expansion of the building could occur if the swap goes through.

New Business:

Town HR Policy – **Motion by Mr. Leonard to follow the Town's Paid Time Off accrual and Holiday Policy, with clarification regarding Director Allyn's hours; second by Chair Meyer. The motion carried unanimously.**

Story Poles lighting – Tabled, as Lee Newman had the information and he was not present.

Personnel Action Files – The Trustees signed the PAF's indicating new wage levels.

Tai Chi – The Trustees will pay for the Tai Chi instruction from the Trustees' account. A suggested donation per participant will help to defray costs.

Basketweaving – The Trustees agreed to contribute \$5 per basket so participants' costs will be \$5. The instructor will be paid from the programming line.

Adjournment:

Motion by Mr. Kendrick at 8:14 p.m. to adjourn; second by Mr. Leonard. The motion carried unanimously.

Respectfully Submitted,

Cathy Allyn