

New Durham Public Library Trustees' Meeting
February 5, 2019 7:00 pm
New Durham Public Library

Members Present: William Meyer, William Kendrick, Richard Leonard, Laura McCarthy

Unexcused: Lee Newman

Others Present: Cathy Allyn, Library Director

Call to Order: Chairperson William Meyer called the meeting to order at 7:02 p.m.

Agenda Review: There were no changes.

Public Input: None

Approval of Minutes:

Motion by William Meyer to approve the minutes of January 8, 2019, as written; second by Laura McCarthy. The motion carried unanimously.

Financial Report:

Treasurer Richard Leonard said the accounts are current with all bills. Operating Budget 11,861.51 (no action on it). Will be transitioning to new Treasurer; Mr. Leonard offered to train and go over things with new person and get them bank ready. He is done after election.

Motion by Ms. McCarthy to accept the financial report; second by William Kendrick. The motion carried unanimously.

The Trustees signed the invoice register.

Director's Report and Informational Items:

Library Director Cathy Allyn reported on the month of January. She said reports for the Town Reports from the Library Department have been turned in.

Contracts for the Summer Reading Program entertainment have been secured. The Friends of the Library usually cover the cost of two performers. The Trustees often pay for the third; the board agreed to see which performers the Friends might want to pay for before taking action.

Ms. Allyn said snow days have been affecting our numbers.

She said she has applied for an Early Literacy Programming Revival Grant and Summer Readers Grant.

The library has recovered some overdue materials; and some invoices have been sent out, but staff is not optimistic that the library will recover costs.

The specific color printer purchased needs to be run by the new IT person; then we can order it; then send a letter asking funds to be released from Library Technology CRF to pay for it.

Regarding recent security concerns, Ms. Allyn contacted SimpliSafe and determined a silent panic button is possible. The Trustees inquired about an additional remote alarm.

Motion by Mr. Leonard to give Ms. Allyn leeway to purchase what is necessary for staff safety; second by Ms. McCarthy. The motion carried unanimously.

Ran out of fuel over the weekend, from December delivery. TA Kinmond contacted Dead River.

Because of a decrease in the cost of supplies in the upcoming Basket Weaving class, the Trustees agreed to put money voted on to lower cost for participants toward the instructor's fee, which comes from the programming line in the Operating Budget.

Old Business:

Town HR Policy – According to the new Town PTO policy, recently adopted by the Trustees, Ms. Allyn would accrue fewer hours than what she does currently. The Trustees recommended starting her off at nine years in order to not back track on her current status, considering each part time year as a half year of service. She is to talk to Finance and TA Kinmond to see how this can be done, and report back to the Trustees.

Tai Chi Classes – Ms. Allyn reported that \$126 has come in and the class is well-attended; the Trustees agreed to fund another four-week series.

New Business:

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

Adjournment:

Motion by Mr. Leonard at 7:42 p.m. to adjourn; second by Mr. Kendrick. The motion carried unanimously.

Respectfully Submitted,

Laura McCarthy