

New Durham Public Library Trustees' Meeting  
Sept.3, 2019 7:00 pm  
New Durham Public Library

**Members Present:** Richard Leonard, Lee Newman, John Michaud, and Laura McCarthy.

**Others Present:** Cathy Allyn, Library Director

**Excused Absence:** Chairperson William Meyer.

**Call To Order:** Acting Chairperson John Michaud called the meeting to order at 7:03 pm

**Approval of Minutes:** Motion by Laura McCarthy to approve the minutes of July 2, 2019, as written; second by Lee Newman. Richard Leonard abstained. The motion carried.

**Agenda Review:** There were no changes

**Public Input:** None

**Financial Report:** Kelly Gibson's Financial Report, Trustees Account \$11,528.57 as of 7/31 and Operating Account \$11,277.22 as of 8/19 uncleared checks , \$58.90

**Motion by Lee Newman to approve the financial report; second by Richard Leonard. The motion carried unanimously.**

The Trustees signed the invoice register.

**Director's Report and Informational Items: by Library Director Cathy Allyn**

Ms. Allyn reviewed the months of July and August. The Summer Reading Program had 63 participants with a total attendance of 290. Two events, the Aerospace Adventures and the CLiF Storyteller and Book Give-away were free.

A patron took over Tai Chi classes for the summer, during the regular instructor's vacation.

Surveys for the summer program, state library, and new ILL system have been completed, and intern and CLiF evaluations have been completed.

Estimates for a propane furnace have not yet been submitted, despite following up with the vendors.

Ms. Allyn worked with the local Rotary Club on a grant that would be shared with the Alton and Barnstead libraries.

She will meet with the IT person in anticipation of purchasing two new computers for the library.

Monthly programs for two age groups will be held in conjunction with the Recreation Department; registration online through the Rec Dept.

A former staff member designated the library as the recipient of monetary donations for her birthday.

Richard Leonard suggested attendance could be higher. Ms. Allyn said there have been 2,698 checkouts on Overdrive since January, so those people are not coming through the door. Attendance figures cover only people who are physically in the building. She said she would double-check to ensure that children who do not trip the counter's laser were accounted for in July and August.

The Board agreed that Tai Chi could run in six week intervals, per the request of the instructor.

**Old Business:** The story poles are lit, the flag pole will stay the way it is, and the Story Poles plaque will be mounted. The plaque honoring library patrons Richard and Shirley McCormack has arrived and will hang above the new non-fiction books.

**New Business:**

*Election of treasurer:* **Motion by John Michaud to elect Richard Leonard as treasurer; second by Laura McCarthy. The motion carried unanimously.** Mr. Leonard will take a copy of the minutes to Meredith Village bank for authorization.

*Budget:* Discussion ensued on the proposed 2020 Library budget. Mr. Leonard will contact Town Administrator Scott Kinmond to clarify numbers we were given.

**Motion by Richard Leonard to approve the library operating funds (01-4550-10-680) in the amount of \$19,700, and staff salary lines (01-4550-10-110 Librarian, 01-4550-10-115 Library Assistant, and 01-4550-10-120 Library Substitute) in the amount of \$72,258; second by John Michaud. The motion carried unanimously.**

*Request for funds:* Mr. Leonard signed the request for the second installment of the operating funds.

*Authorization letter to Bank of America:* Mr. Leonard signed the letter replacing Ms. Gibson.

**Adjournment: Motion by Laura McCarthy at 8:45 p.m. to adjourn; second by Lee Newman. The motion carried unanimously.**

Respectfully Submitted by: Laura McCarthy