

New Durham Public Library Trustees' Meeting
September 18, 2018 7:00pm
New Durham Public Library

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

Excused Absence: Lee Newman

Others Present: Cathy Allyn, Library Director

Call to Order: Chairperson William Meyer called the meeting to order at 7:06 pm.

Agenda Review: There were no changes.

Public Input: None

Approval of Minutes: **Motion by William Kendrick to approve the minutes of August 7, 2018, as written; second by Chair Meyer. The motion carried unanimously.**

The Board discussed that minutes are to be posted within five business days of the close of a meeting.

Financial Report: By Treasurer Richard Leonard. There is \$11,604.57 in the Trustees' account and the operating account has \$5,866.14. He reported that all bills are paid and all is up to date.

Discussion was held about setting up an auto pay for the charge card to avoid late charges.

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

The Trustees signed the Invoice Register.

Directors Report: Library Director Cathy Allyn gave her report for August 2018. She reported that the last session of the Summer Reading Program and CLiF Storyteller/Book Giveaway through a Children's Literacy Foundation grant were well attended and successful.

Several more preliminary Oral History interviews and photography sessions have been completed, and many Large Print books have been removed due to need for shelf room. Another bookcase is needed for the Children's Room.

Seventeen programs have been scheduled for September. Construction on the walkway and drainage area is due to start this week.

New Business: Approval of 2019 Budget – Cathy submitted a proposed Library Budget to Town Hall last week, as the deadline was Monday, Sept. 17. The Building Maintenance line within the Operating Budget was zeroed out and items in that line (incidental repairs, carpet cleaning, alarm system, etc.) have been moved to the Office line to avoid confusion with Library Building Maintenance, which was added by Town Hall to cover contract mowing, when that was procedure.

Old Business: Use of Meeting Facilities – specific language – The Board made amendments to the language provided, to read: The Library Trustees may require groups, organizations, or individuals who make application for use of the Library Facility to have a Police Officer in attendance at the meeting or function, for the purposes of maintaining civil order and public safety. The determination for the required attendance of a Police Officer is the responsibility of the Trustees' Chairperson. If the applicant is required to have a Police Officer in attendance, the cost of the expense for the Officer will be borne by the applicant.

Motion by Chair Meyer to accept the language, as amended; second by Richard Leonard. The motion carried unanimously.

Adjournment: **Motion at 7:55 p.m. by William Kendrick to adjourn; second by Chair Meyer. The motion carried unanimously.**

Respectfully submitted,

Laura McCarthy