**New Durham Public Library Trustees Meeting**

**August 7, 2023**

**New Durham Public Library**

**2 Old Bay Road, New Durham, NH 03855**

*Members present:* William Meyer, John Michaud, Marilee DeCoff,

*Members Absent:* Patrice Mitchell, Rachel LaMontagne

*Others Present:* Caitlin Frost, library director.

*Call to Order/Agenda Review:* Chairperson Meyer called the meeting to order at 4:01 pm.

*Approval of minutes:* June 2023

**Motion made by John Michaud to approve the June minutes as written; second by Chair Meyer. The vote carried unanimously.**

*Financial Report and Approval.*

Ms. DeCoff reported that the Trustees account stands at $12,752.54 All bills are paid and up to date. The Operating account stands at $11,946.37

The Trustees had previously reviewed the invoices via email and approved by reply.

**Motion made by Chair Meyer to approve the financial report as written; second by John Michaud. The vote carried unanimously.**

*Treasurer Update:*

Ms. DeCoff notified the Trustees of a charge in April 2023 when Ms. Frost took out the library employees for dinner as part of Library Worker Appreciation Week. The charge was put on the credit cards from the Operating Funds account. Ms. DeCoff stated that she would like to move money from the Trustees account to cover the payment.

**Motion made by Chairman Meyer to move $150.63 from the Trustees account to the operating account to pay for the Staff Appreciation Dinner; second by John Michaud. The vote carried unanimously.**

*Director’s Report and Informational Items:*

Director’s Report and Informational Items  
June & July

CIP

* Walkaround update
* August 23rd meeting

Budget

* FY22 Budget update
* FY23 Q2 Budget report
* September meeting will be all budget

Summer Reading

* Officially ends August 18th
* 77 kids / 55 teens + adults (9 teens)

Grant Update:

* (Mostly) finished spending DGLF
* Training for the CLiF Rural Library Grant is upcoming
* 4 NHH Program grants have been applied for / used
  + NH on Skis
  + New England Lighthouses
  + Genealogy (September)
  + Old Man in the Mountain (November)
* NHEC Grant—up to $7500—ideas?
* Walmart Community Grants—working with Joan

New Hours for Fall? And staff changes

2023 Library Goals Update—see goals sheet

Fall Calendar is (mostly) set

Staff Evals

*Other Business.*

CIP Process: Ms. Frost and Ms. DeCoff updated the Trustees about the CIP meeting with the Town Administrator and Town Admin Assistant as well as the CIP Walkthrough. The Library Trustees went through the list of items to put on the Library CIP that included replacing the carpet, the tile, the walkway banister, get the exterior painted, fix the windows, and add money to the Technology CRF.

The Trustees discussed changing the hours in September. The new hours will mean staying open until 5pm on Mondays and Thursdays and opening at 10am on Fridays.

The Trustees discussed the status of the FY23 budget and approved the FY23 Q2 budget report from Ms. Frost. They also discussed the status of the encumbered money from FY22. Ms. Frost gave an update on where they stood and had invoices for a new table, a plumber for the bathrooms and kitchen, and an electrician for the fax line. The Trustees discussed getting a new plastic mat for under the computer chairs and instructed Ms. Frost to get quotes for carpet cleaning, pest control, and gather cost for a new outdoor book return.

**Motion made by Ms. Decoff to approve an invoice from Redemption Plumbing in the amount of $890 to pay for labor and materials for new toilets in each bathroom and to fix the kitchen sink drain; second by John Michaud. The vote carried unanimously.**

**Motion made by Ms. Decoff to approve an invoice from Laclair Electric in the amount of $765 to pay for labor and materials to fix the vent fan in the men’s bathroom as well as move the fax line to the new printer; second by John Michaud. The vote carried unanimously.**

**Motion made by Ms. Decoff to approve an invoice from New England Furniture in the amount of $1597 to pay for a new table in the Adult Room; second by John Michaud. The vote carried unanimously.**

*Schedule Next Meeting:* September 11, 2023 at 4 pm at the library.

*Adjournment:*

**Motion made by John Michaud to adjourn at 5:07; second by Chairman Meyer. The motion passed unanimously.**

Respectfully submitted,

*Patrice Mitchell*