

New Durham Public Library Trustees' Meeting
June 5, 2018 7:00 p.m.
New Durham Public Library

Members Present: William Meyer, Rich Leonard, Laura McCarthy

Excused Absence: William Kendrick, Lee Newman

Others Present: Cathy Allyn, Library Director

Call to Order: Chairperson William Meyer called the meeting to order at 7:12 p.m.

Agenda Review: There were no changes.

Public Input: There was no input.

Approval of Minutes: **Motion by Laura McCarthy to approve the minutes of May 1, 2018, as written; second by Chair Meyer. The motion carried unanimously.**

Financial Report: Rich Leonard provided statement balances for both the Trustees' (\$13,317.57) and Operating accounts (\$2,896.21). He reported that all bills are paid and everything is up to date. He said the tax identification number on both accounts is the Town's number.

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

Members signed the invoice register.

Director's Report and Informational Items – Library Director Cathy Allyn said May was exceptionally busy, with 24 children's programs with a total of 387 attending. Total circulation is up from May of 2016 and 2017.

Work on the drainage project and new walkway is slated for the end of June. The Story Poles art installation will go in at the same time.

We recreated Exposition conditions for the FIRST/LEGO League Jr. team by having them present their projects and be questioned by "judges" they do not know at their session on May 22. The following week they made presentations to their parents and families.

Great thanks goes out to the volunteers who helped staff move bookcases in the Children's Room so we could set up the puppet theater near the picture books. Several other improvements in that area are in the works.

We have done considerable weeding of the Large Print books and moved them to a different area to make room in our Young Adult and Fiction sections.

Volunteers have begun reorganizing the Historical Section. We expect that will free up some room for our books.

We have received a \$100 grant for arts from the Governor Wentworth Arts Council.

CPR, AED, and fire extinguisher training completed for Cathy, Sheryl, and Mara.

Displayed tiles made by school children have been moved to a display at the school. Work has started on the Story Poles video, with the idea of showing it at school at Friday Celebration on June 8.

All kindergarteners, first graders, and second graders had field trips to the library.

Most of the computers are up and running online again and can print. From May 14 through May 30, there have been major problems, with a loss of printing capability and online access, causing us considerable inconvenience and delaying work. One of the refurbished computers purchased last January would need a motherboard replaced, so we will look into getting a new computer, paid for from the Technology CPR.

Free passes to the Libby Museum have been added to our roster; a gift from that museum.

New Business

First Reading of Use of Meeting Facilities – Laura suggested the Trustees review the policy and bring any recommended changes to the next meeting.

Summer Reading Program Entertainment Payment – **Motion by Chair Meyer to pay Robert Rivest \$350 for a mime performance in July from the Trustees' account; second by Laura McCarthy. The motion carried unanimously.**

Personnel Action Forms – The Trustees signed the forms. Cathy will bring them to Finance.

Old Business

Drainage/Art Installation – The Trustees agreed to install the Story Poles and pay for all materials necessary, but decided it would be wise to provide monies

in case Sharper Image needed to do some of the work. **Motion by Chair Meyer to authorize payment to Sharper Image as necessary, up to \$540; second by Rich Leonard. The motion carried unanimously.**

Earned Time Pay – Cathy reported that a signed letter would be necessary for Payroll to approve earned time pay. The Trustees agreed the Library Administrative Assistant would be paid at 50 per cent for any holiday that occurred during her normal rotation.

Keys Returned to Library – The Trustees felt the issue was resolved.

Adjournment – **Motion by Rich Leonard at 7:55 pm to adjourn; second by Laura McCarthy. The motion carried unanimously.**

Respectfully submitted,
Cathy L. Allyn

