

New Durham Public Library Trustees' Meeting
April 9, 2019 7:00 p.m.
New Durham Public Library

Members Present: William Meyer, Kelly Gibson, John Michaud, Lee Newman

Absent: Laura McCarthy

Others Present: Cathy Allyn, Library Director

Call to Order: Chairperson William Meyer called the meeting to order at 7:05 p.m.

Agenda Review: There were no changes.

Public Input: None

Election of Officers:

Motion by Chair Meyer to elect Kelly Gibson as treasurer; second by John Michaud. The motion carried unanimously.

Motion by Mr. Michaud that Laura McCarthy and Chair Meyer remain in their current positions as secretary and chairperson, respectively; second by Lee Newman. The motion carried unanimously.

Approval of Minutes:

Motion by Chair Meyer to approve the minutes of February 5, 2019, as written; second by Mr. Michaud. The motion carried unanimously.

Financial Report:

Past Treasurer Richard Leonard provided an up-to-date financial report. The Board agreed that the full report did not need to be included in the members' packets: one copy of the full report will be available at each meeting for review.

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

The Trustees signed the invoice register.

Director's Report and Informational Items:

Library Director Cathy Allyn reported on the months of February and March. She said statistics are right where they should be.

Awarded an Early Literacy Programming Revival Grant from Children's Literacy Foundation, which translates to \$250 in books and \$250 for an event. Two highly successful family events took place in March, courtesy of this grant.

Regarding security, all issues have been completed.

A Ukrainian art exhibit was on display in March.

Color printer set up and in operation. Two computers are offline.

Two extraneous fire extinguishers have been removed.

HVAC – estimate of \$30,200 (qualifies for \$4,350 NHEC rebate) for six hyper heat units (two in the Children's Room, two in the Adult Room, one in the office, one in the back hallway) received from Home Energy Products in Belmont; given to TA Kinmond, who will call other contractors.

Awarded a Summer Readers' grant from Children's Literacy Foundation.

Quarterly budget report – Ms. Allyn reviewed, made corrections and notations, and returned the report to Town Hall.

Old Business:

Town HR Policy – The Trustees signed a letter to Administration/Finance indicating the number of PTO hours Ms. Allyn should accrue.

Tai Chi Classes – After review of the attendance and monies coming in, the Board agreed to continue underwriting the program.

New Business:

Story Poles lighting – Mr. Newman provided information on the Westinghouse 1000 lumen solar light. He offered to pay for and keep the light for his personal use if it did not work out for the Story Poles. He will purchase the unit.

Yoga – The Trustees had agreed to underwrite the first four week series of Yoga. They are willing to underwrite a second series at a slighter higher cost per participant. Ms. Allyn said she was meeting with the Friends of the New Durham Library soon and would ask if the group was interested in splitting the cost of underwriting the classes with the Trustees, in the hope that Yoga would be able to continue.

Supervised visitation policy – Ms. Allyn suggested the Board create a policy on supervised visitations at the library, as some issues have resulted from visits in the past. Mr. Newman explained the procedure as it should occur. Discussion ensued. The Board asked Ms. Allyn to draw up a policy, allowing visits within certain parameters; Mr. Newman said he could assist with providing details.

The Board agreed a letter should be sent to DCYF, as overseeing Waypoint (previously Child and Family Services), indicating the library should

be notified if a visit is to occur. Rules to be included in the policy are: 1. The library is notified in advance. 2. The Parent Aide rules are to be enforced. 3. No food is to be brought into the library.

Adjournment:

**Motion by Mr. Michaud at 8:00 p.m. to adjourn; second by Mr. Newman.
The motion carried unanimously.**

Respectfully submitted,

Cathy L. Allyn