

## DRAFT LIBRARY TRUSTEE MINUTES

February 16, 2016

Library Trustees Meeting 7:00 p.m.

Present: Richard McCormack, Bill Meyer, Angi Manning-Welch, Lee Newman, Cathy Allyn

Members of the Public: Terry Jarvis

Call to order

### **Approval of Minutes Jan 5, 2016**

Angi motions to approve minutes as written

Bill seconds

Unanimously approved

### **Financial Report**

Operating: \$5,494.60

Trustees: \$8,186.46

### **Directors Report**

#### Statistics

2015: 7,452 circulation; 146 interlibrary loans; 1,246 interlibrary requests

January:

Attendance is up

Circulation has dropped from last month

\$68.30 in incidentals

No passes were used

#### Programming Update

##### Adults:

Yarn arts, quilting, ATC, Oh Well, Playful Readers, Mystery Book Club, Book Club, Valentines for Vets

##### Children:

First Steps, Storytime, Friday Storytime, Bricks 4 Kidz, Freedom of Movement, Cocoa and Cliffhangers, Kindergarten

Kapers, Kindergarten Quickreads, 1,000 Books Before Kindergarten

##### CLIF Grant:

Done by Rec Director, we did not receive it.

##### Upcoming Grant Workshop:

Cathy attended and will be applying for Youth Arts Project Grant through the Council on the Arts.

### **Old Business**

#### Security System:

Lee provided trustees with a quote for the system = \$279.94 free shipping until 2/23/16

basic station, wireless keypad, master keychain remote, panic button, sign for outside, 1 entry sensor, 2 motion sensors

The monthly fee is \$14.99.

Lee will check on whether or not different codes are available for different groups/individuals using the system.

Bill motions to authorize Lee to purchase the above described system

Angi seconds

Unanimously approved

Lee will meet with Cathy to make the purchase before 2/23/16

Lee and Bill will install

#### First Lego League:

Cathy outlined cost comparisons for a FLL team and Junior FLL teams for the fall.

Angi mentions that an older student 'mentor' may be available for future years.

Trustees will consider the program and revisit it.

Bill motions to table the topic until the May meeting

Lee seconds

Unanimously approved

Outside Sign: It is being fixed and will return when it is done.

### **New Business**

Petty Cash Procedures: Cathy requests that the petty cash be left and accounted for on site.

Cathy and Bill will revamp procedures to be presented.

Bill motions to return to a reconciled petty cash account

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Angi seconds  
Unanimously approved

Inventory of Valuable Items: Cathy questioned Scott about former inventory. There is nothing on file. Terry Jarvis mentions a BOS policy that could be referenced if needed. She mentions that from a replacement point of view it would benefit the library for insurance issues.

The trustees agree that this is a valuable process. Cathy will undertake the process with the staff and will continue to update Trustees with progress.

Marking Property: Richard will bring Cathy an electric pencil or she will look into other types of labels.

Book Signing: Cathy brought books over to Max to sign

Candidates Night: February 29th 7:00 PM at the library

TDS TV Request - May 14th: They would like to set up a 30 ft demo truck from 10:00-2:00. They will provide a thank you donation.

Angi makes a motions to allow TDS to set up a demo truck on 5/14/16

Lee seconds  
Unanimously approved

Communication Reports to TA and BOS: Cathy will be providing intermittent reports on library news to Scott to share with BOS

New Policy: Cathy reports an incident at the library has precipitated the need for a Code of Conduct Policy.

Trustees will discuss further in non-public, as the incident needs to be clearly defined to all trustees.

Department organization: Cathy feels the current set up with Director, 2 Library Assistants, 2 Library Aides is the best.

Bill motions to enter Non-Public session per RSA 91-A:3 to discuss salaries and an incident precipitating the need for Code of Conduct policy.

Richard, Lee, Bill, Angi. 8:00 PM

Non Public session notes

Present: Richard, Angi, Bill, Lee, and Cathy

Cathy described the incident of an intoxicated patron at the library.

Cathy recommends new salary proposals and titles for the current staff of 2 assistant librarians and 2 library assistants

Bill recommends Cathy keep track of quarterly reports from Jen

Trustees discussed Cathy's contract details: to include 2 weeks vacation, 6 sick days, 16 hours personal time

Bill motions to leave non-public 8:32 PM

Angi seconds  
Unanimously approved

Return to public session

Cathy will draft a Code of Conduct policy based on needs, using other town's policies for reference.

Angi motions to restructure library staff as described above.

Bill Seconds  
Unanimously approved

Lee motions to accept titles and salary proposals

Bill seconds  
Unanimously approved

Cathy and Richard will draft a letter to Town Hall outlining her contract to include 2 weeks vacation, 6 sick days, 16 hours personal time

Lee motions to adjourn

Bill seconds  
Unanimously approved

Next meeting Tuesday, April 5<sup>th</sup>

Respectfully submitted,  
Angi Manning-Welch  
Recording Secretary

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