

New Durham Public Library Trustees' Meeting
October 3, 2017 7:00 p.m.
New Durham Public Library

Members Present: Rich Leonard, William Kendrick, Laura McCarthy

Absent: Lee Newman, Joan Martin

Others Present: Cathy Allyn, Library Director

Call to Order: Treasurer Rich Leonard called the meeting to order at 7:34 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 September 5, 2016, as written; second by Bill Kendrick. The motion carried unanimously.**

Financial Report: Rich provided documentation to back up this month's financials. He said he is now categorizing expenses, itemizing credit card expenses, and tracking security, and that petty cash is being broken down. As part of his review of the overall report, he stated that expenses year-to-date are almost the same as last year.

He reported that the Trustees' Account is at \$10,109.06 and the Operating Account, \$4,709.23.

Motion by Bill to approve the financial report; second by Laura. The motion carried unanimously.

Members signed the invoice register.

Director's Report and Informational Items – Library Director Cathy Allyn reported that as of Sept. 7, 2017, she has worked at the library for 10 years.

The new bookcases in Children's Room, crafted by Richard McCormack, were set up by Richard and Bill Kendrick.

Cathy provided members with the CIP report to the Planning Board.

She registered the library with Techsoup, an organization that offers Office free to libraries, with a minimal administrative fee. Office will be downloaded on three computers.

Concrete patches were applied to the walkway on Thursday, Sept. 14. Bayside Concrete recommends to use non-chloride and non-potassium ice melting products on it during the winter.

Boston Bruins autographed puck (Brad Marchand) arrived for first grader Morgan Goodspeed, winner of a statewide raffle based on his number of hours read at Summer Reading Program. Cathy submits the top readers for this raffle. This is the second year one of our kids has won.

She attended the CLiF Rural Libraries Conference in White River Junction, VT on Sept. 15, where she also picked up the books she ordered. They will be on display at the school CLiF presentations on Oct. 16.

Cathy attended Making an Age-Friendly Community in Hooksett on Sept. 20, a workshop that discussed ways to attract and serve seniors and millennials.

The exterior painting is done, and patrons and staff are pleased.

Librarian Administrative Assistant returned Sept 14 in a limited capacity.

The Friends of the Library have donated \$50 toward Halloween candy. They will hold a silent auction fundraiser with the 15 wooden puzzles Cathy's friend donated to the library.

Cathy attended a Smart Media conference in Hooksett on Sept. 26 that taught a simple way to lead stop motion animation programs. She also envisions applying it to the library's push for early literacy. She has purchased materials for one station to begin using the technique.

The Rye Library Total Compensation Study we participated in indicated that our staff is at the lowest end of the 19 towns.

Old Business: Matching Monies for YAP grant and landscaping piece

Cathy indicated the Friends of the Library are donating \$1,000 toward the scaled-down story poles project, which includes tiles for all participants and river rock to cover the slope area. A balance of \$1,025 is left.

Motion by Rich that the balance of \$1,025 for the public art piece be donated from the Trustees' account; second by Bill. The motion carried unanimously.

New Business

2018 Budget – Rich and Cathy presented the board with proposed figures for the 2018 operating budget and salaries. Rich suggested that rather than a \$.05 raise for the Library Director, Administrative Library Assistant, Library Assistant, and Emerging Technologies Library Assistant, the increase be \$.20 for the Library Director and \$.10 for the others, as well as rates of \$10.25 for Library Substitutes and \$12.50 for a new Library Assistant.

Members decided to remove \$1,000 from Books and Subscriptions and put it in Programming.

Motion by Rich to approve the budget proposal as discussed, for the Library Director to present to the Budget Committee; second by Bill. The motion carried unanimously.

Collection Development Policy – First Reading: Cathy provided the board with a collection development policy to review.

Adjournment: **Motion by Bill at 8:47 p.m. to adjourn; second by Laura. The motion carried unanimously.**

Respectfully submitted,
Cathy L. Allyn