

New Durham Public Library Trustees Draft Minutes

New Durham Public Library Trustees' Meeting
December 06, 2016 7:00pm
New Durham Public Library

Members Present:

Lee Newman, William Kendrick, Richard Leonard, William Meyer
Others Present: Cathy Allyn, Library Director

Call to Order/Agenda Review:

William Meyer, Trustee Treasurer, called meeting to order at 7:02pm

Public Input:

David Bickford, selectman: Addressed Trustees regarding in-house hiring policy and the New Durham town website which indicates Trustee meetings are not held in July and December. Trustee chair noted that Trustees have the option to meet when they deem necessary provided proper public notice is posted per Right to Know requirements. Trustees will review policy and consider changes if necessary. Mr. Bickford asked if Trustees were going to cover back salaries from towns fund or from Library fund. Trustee Chair Lee Newman indicated it was going to be discussed later in the meeting.

Approval of Minutes:

Motion made by William Meyer to approve Minutes of November 1, 2016 as written, seconded by William Kendrick, Richard Leonard abstained, motion carried.

Motion made by William Meyer to approve Minutes of November 30, 2016 as written, seconded by Richard Leonard, Lee Newman abstained, motion carried.

Financial Report:

Report was unavailable at time of meeting per William Meyer, Treasurer.

Trustees signed the invoice register. Motion made by Richard Leonard to approve expenses as stated and table Financial Report until next meeting, seconded by William Meyer, motion carried.

:Information provided after meeting:

"Operating Account" balance is \$258.22 with \$6050.00 pending from town operating budget. "Trustees Account" balance is \$8,776.56 for period ending November 30, 2016.

Director's Report and Informational Items:

November 2016 Library Statistics:

E-book circulation still on the rise. Total circulation has increased as compared to 2015.

Use of passes has declined.

Stories Sung in Clay Assembly: over 200 participated

First Steps: program has been well attended had 16 attending.

Storytime: 24 participated

Mini-Maestros: Well received with 30 participating during the month of November

Mystery Book Club: 5 participated

Friends of the Library: 13 attendees

Employment Presentation: not attended

Movie License fee for 2017 has been grandfathered at the 2016 rate.

Old Business:

Office window blinds have been installed.

Library User Survey: about 30 responses so far.

Discussion on where Library stands on future land acquisition for expansion.

New Business:

Discussion was held regarding part-time employee holiday pay.

Discussion was held regarding cost of materials for public programs being offered, (Pottery and Paint-Night). Motion was made by William Meyer to advertise program cost of "Suggested Donation" per person tied to actual material expenses, seconded by Lee Newman. Motion carried.

Non-Public Session: Motion to enter non-public session by Lee Newman at 07:55 pm, under RSA 91-A:3 (II)a. Matters pertaining to Dismissal, promotion or compensation. Seconded by William Kendrick. A roll call vote was taken. Meyer-aye, Kendrick-aye, Newman-aye, Leonard-aye.

Discussion was held relative to giving a 25cent per hour pay raise to three employees retroactive. This will amount to \$560.00 total. Because this request would not be heard by the BOS, and they decided no action would be taken, the next option is to use existing Library operating funds to cover the back wages. Motion made by William Meyer to authorize 25cent raises retroactive for three employees. Second by Richard Leonard. Motion carried. Motion made to end Non-Public session at 8:20pm by William Meyer, second by Lee Newman.

Other Actions:

Motion made by William Meyer to authorize a retroactive wage increase of 25 cents per hour for three Library employees, not to exceed \$560.63 to be funded by 2016 Library budget salary line. Second by Lee Newman. Motion carried

Adjournment:

Motion to adjourn meeting at 8:24pm by Lee Newman, seconded by William Kendrick, motion carried.

Respectfully Submitted,

Richard Leonard, Secretary