

**DAVIS PUBLIC LIBRARY
STODDARD, NH
BOARD OF TRUSTEES**

DATE: 10/2/23

TIME:7:05

TYPE OF MEETING: Board of Trustees

1. Call to Order:

a. Roll call:

PRESENT: Don Healy- Chairman, Inga Dellea- Library Director, Angel Nicoletti- Alternate, Patty Maden- Alternate, Dean Dorman- Treasurer, Jan McGonagle- Secretary

ABSENT: None

PUBLIC PRESENT: None

b. Minutes: minutes from the regular BOT meeting on 7/31/2023 were reviewed and accepted as presented.

c. Correspondence: None

d. Public Comment: None

2. Reports:

a. Financial: Dean presented the financial reports including budgeted to actual costs to date and the library is running well within budget. He reviewed the last fiscal year end balances. Awaiting town warrant funds.

b. Library Director: Inga presented her director's report. Library usage remains steady. She reviewed upcoming events, some new resources for the community for example, TumbleBooks. She reviewed staffing needs and will be hiring Mary Daley as a part time employee.

3. Old/Unfinished Business:

a. Fall propane delivery to be scheduled-Inga

b. Coordination of social media and calendar postings- Inga shared that this is not possible to sync currently.

c. Dean sent Inga the details of the current payroll balance.

d. New septic tank near the library's well- Don shared that it should be safe per the criteria on the DES site given the depth and type of the library's well.

e. 250TH anniversary-the library will plan several events one of which may be a review of the library's history.

4. New Business:

- a. Fence needs repairs and to be painted, the stone pillars need to be straightened, and the gazebo needs the door fixed and to be painted. Inga will contact Brian Wakeman, get an estimate and we will submit it to the town.
- b. Professional collaboration- we discussed the need to support professional relationships with other rural libraries and librarians. We will add a professional goal and support the cost of Inga attending a relevant association meeting in the next three years.
- c. Don will discuss with Michelle Pong the specific issues regarding bookkeeping if the library payroll goes over budget. This is a possibility because Inga anticipates a medical leave in the next 6 months. The trustees are willing to have Inga work from home as she is able to tolerate it. Inga will share more details as they become available and we will make a plan regarding a modified work schedule.
- d. Dean and Inga will have a draft of the FY 24-25 budget by the last week of November and send it to the board members.

Next meeting dates: 12/4/23, 2/5/24

Adjournment at: 9:00

Transcribed and Submitted by: Jan McGonagle, Secretary

Summary list:

Motions:

1. Don made a motion to accept the minutes from the regular BOT meeting on 7/3/2023 were reviewed and accepted as presented. Dean seconded the motion which passed unanimously.
2. Jan moved to accept the financial reports as presented. Don seconded the motion which passed unanimously.
3. Dean moved to proceed with the outside repairs. Jan seconded the motion which passed unanimously.
4. Don moved to adjourn the meeting and Jans seconded the motion which passed unanimously.

Action Items and Directives:

1. Inga will call Brian Wakeman regarding the outside repairs, obtain an estimate and the estimate will be submitted to the town.

2. Don will email Michelle Pong to clarify who is doing winter maintenance and the details of bookkeeping if the payroll goes over and the extra cost is covered by the library.
3. Don will add a professional development goal to Inga's performance goals.
4. Inga and Dean will work together to draft a proposed budget for FY 23-24 and mail it to board members by 11/24/23
5. Jan will update the calendar for 2024