

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

**DATE: January 4, 2023**

**TIME: 7:05**

**TYPE OF MEETING: Board of Trustees**

**1. Call to Order:**

**a. Roll call:**

**PRESENT:** Don Healy- Chair, Inga Dellea - Director, Dean Dorman - Treasurer,  
Patty Maden - Alternate, Angel Nicoletti - Alternate

**ABSENT:** Jan McGonagle

**PUBLIC PRESENT:** None

**b. Minutes:** Minutes from the regular BOT meeting 11/21/22 were reviewed and accepted as presented.

**c. Correspondence:**

**i. DBH Letter to Peter Leberman dated 12/14/22 advising him of the BOT recommendation to direct the \$5,000 Ahearn bequest through the Friends.**

**ii. Notice received by Inga from the probate judge extending the time for the executor's attorney to submit an accounting until 2/28/23**

**d. Public Comment:** None

**2. Reports:**

**a. Financial:** The financial reports were reviewed. Dean shared that the financial status of the library is sound and running in line with the budget.

**b. Library Director:** Inga presented statistics for calendar year 2022.

**c. Review of action Items:**

- Dean has not yet sent the financial documents to the town for an audit.
- Don was unable to organize Inga's performance evaluations yet but agreed to email the trustees by the end of this week to get their input and will have a formal review with Inga next week and, at the same time, discuss her salary for the coming fiscal year.
- Inga has not completed the performance self-evaluation yet.
- The Dormans did not place stone in the drip line at the back of the library – they're awaiting the painting of the siding.
- Dean obtained the articles of incorporation needed to open the Vanguard account.
- Dean obtained comparative salary data for NH librarians

**3. Calendar:** The key item on this month's calendar is to prepare the budget for fiscal year 2023-24

**4. Old/Unfinished Business:**

- a. Update on Bequest of \$5,000: The probate judge has agreed with the executor's attorney (Peter Leberman) to extend the deadline for submitting an accounting to 2/28/23. Leberman has been advised of the BOT's support for making the bequest through the Friends.
- b. Performance reviews: Don will obtain input from the trustees to complete Inga's performance evaluation. Inga will complete a self-evaluation and then meet with Don to review her performance.
- c. Dean shared that investing library savings with Vanguard requires one additional to finish setting up the account.
- d. Censorship policies: Inga suggested some wording, which was discussed. It was agreed that the statement should be as simple as possible. This will be discussed again at the next meeting.

**5. New Business:**

- a. A policy for charging a "Membership Fee" for those who are not property owners or residents in the town of Stoddard was discussed. A motion was made by Don and seconded by Dean to charge a \$20 membership fee for those wishing to have library privileges but are not residents or property owners within the Town of Stoddard.
- b. The preliminary budget for FY 2023-24 was presented by Dean. Most line items remained the same as FY 2022-23, with the exception of payroll.
- c. After reviewing non-payroll expenses, the board went into executive session to discuss the comparative salary data that Dean had obtained and finalize the payroll rates for the upcoming year.

Next meeting date: Monday, March 20, 2023

Adjournment at: 8:55 P.M.

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**Summary of motions and action items:**

**Motions:**

1. Don made a motion to accept the minutes from 11/21/22 be accepted as presented. Dean so moved seconded the motion, which passed unanimously.
2. Don made a motion to accept the December financial reports submitted by Dean. Patty second the motion, which passed unanimously.
3. Don made a motion to establish an annual library membership fee of \$20 for individuals who are not residents or property owners within the Town of Stoddard. Patty seconded the motion, which passed unanimously.
4. Don made a motion to go into executive session to discuss comparative salary data, which was seconded by Dean and passed unanimously. A subsequent motion was made by Don and seconded by Dean to exit the executive session.

**Action Items and Directives:**

1. Don will send the BOT blank evaluation forms to complete, arrange a zoom meeting to reach consensus and discuss the resultant performance evaluation with Inga.
2. Inga will complete her performance self-evaluation.
3. Don will meet with Inga to discuss the performance evaluation.

4. Inga will call Tristan Bridges for an estimate to paint the back wall of the library and, if acceptable, Don will submit it to the town for consideration.
5. Once the back of the library is painted in the spring, Dormans will place stone in the drip line of the roof line.
6. Inga will simplify statement on censorship for review at next BOT meeting
7. Dean will obtain finalize the Vanguard account opening.

Transcribed and Submitted by: Don Healy, Chair and Acting Secretary

A handwritten signature in blue ink, appearing to read "Don B Healy", is written in a cursive style.