

DAVIS PUBLIC LIBRARY  
STODDARD, NH  
BOARD OF TRUSTEES

**Draft**

DATE: 3/20/23

TIME: 7:05

TYPE OF MEETING: Board of Trustees

1. Call to Order:

a. Roll call:

PRESENT: Don Healy- Chair, Inga Dellea- Library Director, Dean Dorman- Treasurer, Jan McGonagle- Secretary with Angel Nicoletti and Patty Maden- Alternates.

ABSENT: None

PUBLIC PRESENT: None

b. Minutes: minutes from the regular BOT meeting on 1/4/2023 were reviewed and accepted as presented. (Dean moved and Don seconded the motion)

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 set up the Vanguard investment account. There was discussion that indoor maintenance is funded from the warrant funds while outdoor maintenance is funded by the town. The proposed 2023-2024 Budget was reviewed and will be submitted to the town.

b. Library Director: Inga presented her director's report. There is interest in several programs including a music, garden and STEM programs. Tristan Bridges has notified Inga that he will be resigning since he is moving.

c. Review of action Items:

1. The budget has not been submitted to the town yet.
2. Don completed Inga's performance review.
3. Inga completed her self-evaluation.
4. Inga has not called Tristan Bridges for an estimate to paint the back wall of the building yet.
5. Dean has set up the Vanguard investment account.

3. Calendar:

a. Review/Change board memberships-Jan will run for another term.

- b. Discussed posting notification of meetings. There will be an announcement on the library website of the meetings occurring every other month and direct people to the town website for specific details. on the library website and specific dates on the town website.
- c. NHLTA Membership Renewal due in May

4. Old/Unfinished Business:

- a. The budget for FY 2023-24 was presented by Dean. Most items remain the same except for some changes in the payroll.
- b. The censorship policy was discussed and Inga will complete it.
- c. The bequest from Ms. Ahern of \$5,000 was discussed and managed by Inga and the Friends of the Library.

5. New Business:

- a. The board decided to establish a policy that no one under 21 years of age will be hired without specific board approval to ensure the safety of our staff and community.
- b. The Library will participate in the 250th anniversary of Stoddard
- c. The BOT members will meet the first Monday every other month
- d. Jan needs to submit a petition to be on the ballot to run for another term as a trustee

Next meeting date: June 5, 2023 at 7:00 pm

Adjournment at: 8:50

Transcribed and Submitted by: Jan McGonagle, Secretary

Summary of motions and actions items:

Motions:

- 1. Dean made a motion to accept the minutes from the regular BOT meeting on 1/4/2023 were reviewed and accepted as presented. Don seconded the motion which passed unanimously.
- 2. Don moved to accept the financial reports as presented with the exception of including the funds for maintenance within warrant article finances. Jan seconded the motion which passed unanimously.
- 3. Don moved that the board establish a policy that no one under 21 years of age will be hired without specific board approval to ensure the safety of our staff and community. Jan seconded the motion which passed unanimously.
- 4. Don moved to adjourn and Dean seconded the motion which passed unanimously.

Action Items and Directives:

1. Dean to move the maintenance to within the warrant article finances.
2. Dean will speak to Michelle Pong to find out how much funding there is left for outdoor maintenance.
3. Dean will submit the budget for the next fiscal year (2022-2023) to the town.
4. Inga will follow up with Tristan Bridges regarding his availability to paint the back wall of the building and, if it is acceptable, Don will submit the estimate to the town for consideration. If Tristan is not available, Bob Maden has offered to paint it.
5. The Dormans will place stone in the drip line once the back wall of the library is painted.
6. Jan will submit her petition to be placed on the ballot for another term on the board.
7. Jan will add the new hiring policy regarding age of employment to the policy blinder.