

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

DATE: June 20, 2022

TIME: 7 pm

TYPE OF MEETING: Regular BOT Meeting

PRESENT: Don Healy – Chair, Christine Haase – Secretary, Dean Dorman – Treasurer Elect, Inga Dellea – Director, Angel Nicoletti – Alternate (acting for Jan McGonagle in her absence), Debbi Kingsbury – Alternate (arrived at 7:10)

ABSENT: Jan McGonagle - Treasurer

PUBLIC PRESENT: None

1. **Call to Order:** Don called the meeting to order at 7:01 pm.
 - a. **Welcome and Farewells:** Don opened the meeting welcoming the new Trustee, Dean Dorman, and thanking him for volunteering to serve. He also thanked outgoing Trustees Christine Haase and Alternate Debbie Kingsbury for the time spent serving on The Board.
 - b. **Roll Call:** Don, Inga, Angel, Dean, Christine
 - c. **Minutes:** The minutes from the Regular Board of Trustees Meeting May 3, 2022, meeting were reviewed and accepted as presented.
 - d. **Correspondence:** Inga shared that there was an unknown/unauthorized charge on the Library's account. TD Bank suspended the debit card and a new card will be issued. Don received an email from the NH Municipal Association regarding investing library funds. This will be discussed under Old Business.
Inga has spoken to Upton & Hatfield about the funds bequeathed to the library. The check will be made out to The Friends of the Davis Public Library.
 - e. **Public Comment:** None
2. **Reports:**
 - a. **Financial:** The financial reports were reviewed. Dean pointed out a new line item on the profit and loss statement under town controlled funds. This is for security monitoring, which the town is in charge of.
Inga shared that the money the town spent on the air purifiers for the library were not supposed to have been covered by the town. This \$500 expense will be reimbursed to the Town of Stoddard.
Inga will use the remaining warrant funds to purchase items for the Summer Reading Program and books for the library.
 - b. **Library Director:** Inga showed the Trustees the new additions to the children's room. There are activity backpacks, all with different themes, that can be checked out. There are also new toys/activities specific for ages 5 and under to use while at the library. The monthly statistics were reviewed. The recorded numbers for door count and checkouts for May 2021 are slightly higher than May 2022.
 - c. **Review of action Items:**
 - Fire Chief Trevor Anderson contacted Tattersall regarding the alarm issue and they came out. There have been no issues with the system since.
 - End of fiscal year spending has been discussed.
 - Christine sent a copy of the employee evaluation to the Trustees.

- Inga did not reach out to the Fire Department to see what our occupancy limit is inside the library. She will do this before the next meeting.

3. Calendar Review: Calendar items were reviewed for June 2022.

4. Old Business:

- Investment Possibilities for \$15k Savings – RSA 31:25:** Don spoke with a lawyer at NHMA. The library can invest funds as permitted pursuant to Title III, Chapter 31, Section 31:25 of the 2013 New Hampshire Revised Statutes
- Update on Bequest of \$5,000:** The check for the bequest of \$5,000 will be sent to the Friends of the Davis Public Library. The Board and Friends will work together to use the funds in projects at the library.
- Performance Evaluations** - Don will organize a Zoom call with the Trustees to gather input for Inga's review. Inga will do a self evaluation and then Don and Inga will go over both together.

5. New Business:

- Additional Alternate Trustee:** The Trustees discussed a replacement for Debbie. Christine will post information about the open position on the JFES PTO Facebook page.
- Lawn Rehab Proposal:** Angel shared the proposal for the lawn from Rex Rodanas prior to the meeting. The lawn in the back of the library is hard to care for due to the deteriorating lawn health. He has estimated about \$2,000 to rehab the lawn. There is \$700 remaining in the budget for the lawn maintenance. Funding the remaining \$1,300 was discussed.
- Year End Review:** This will be discussed at the next meeting.

Next meeting date: Monday September 12, 2022 at 7 pm.

Adjournment at: The meeting was adjourned at 8:44 pm.

Transcribed and Submitted by: Christine Haase, Secretary

Summary list:

Motions:

- Don entertained a motion to accept the minutes from the May 3, 2022 meeting as presented. Christine so moved. Angel seconded. The motion passed unanimously.
- Don entertained a motion to amend the investment policy adopted in February 2020. Shares of mutual funds as permitted pursuant to Title III, Chapter 31, Section 31:25 of the 2013 New Hampshire Revised Statutes. Christine so moved. Angel seconded. The motion passed unanimously.
- Don entertained a motion under the revised investment policy to allow the Treasurer to begin the process of recommending funds and procure necessary documents for the investment process. Christine so moved. Angel seconded. The motion passed unanimously.
- Don entertained a motion to request \$1,300 from The Friends of the Davis Public Library if the Town will not cover the expense for the lawn maintenance proposal.

Action Items and Directives:

- Dean will ask Jan to clarify what happens to leftover warrant funds. Must they all be spent down or will they roll into next FY.
- Inga will reach out to the fire dept regarding max occupancy for the library. This limit should be posted somewhere in the library.
- Christine will send the board minutes stating when Don and Dean joined the board. They will bring these documents to the bank to get their names added to the Library's accounts.
- Dean will pay NHLTA dues for the Trustees.
- Dean will send a letter to the Town of Stoddard requesting release of funds to the library.
- Dean will prepare the fiscal records for the auditor and deliver them to the town.
- Angel will ask Nick and David about which of the town's trust funds would best fit the library's request for funds to cover the balance of the lawn improvements.