

**Davis Public Library**  
Monthly Trustee Board Meeting  
May 3, 2022

**DATE:** May 3

**TIME:** 7 pm

**TYPE OF MEETING:** Regular Board of Trustees Meeting

**PRESENT:** Don Healy – Chair, Jan McGonagle – Treasurer, Christine Haase – Secretary, Inga Dellea – Director, Angel Nicoletti – Alternate, Debbi Kingsbury – Alternate

**ABSENT:** None

**PUBLIC PRESENT:** None

**1. Call to Order:** Don called the meeting to order at 7:02 pm

**A. Roll Call:** All Present

**B. Minutes:** The minutes from the Regular Board of Trustees Meeting March 7, 2022, meeting were reviewed and accepted as presented.

**C. Correspondence**

- Inga reported there is still an issue with the alarm system. The new Stoddard Fire Chief, Trevor Anderson, stopped in to introduce himself and these concerns were addressed. The Fire Department came to check this issue, and it is believed that this could be an issue with the carbon monoxide detector. Inga will reach out to Tattersall again on this issue.

**D. Public Comment:** None

**2. Reports**

**A. Financial:** The financial reports were reviewed. Jan explained the format change in the Profit/Loss reporting sheet. This shows actual annual budget against actual expenses. This will more clearly show how funds are moved.

Angel noticed that there was only 5% of the budgeted line item for the Internet/Telephone remaining for the fiscal year. Jan explained that was true due to changes in service (changing internet FiberCast, adding Ooma) during this fiscal year. Funds will need to be moved from other lines to cover the additional expense.

**B. Library Director:** The Directors report was reviewed. Attendance at the in-person library events has hit triple digits for the first time since COVID. The streaming services have not taken off. Inga will include more information on the streaming services offered through Libby in her next newsletters.

**C. Review of Action Items & Directives:**

- Don contacted the NH Municipal Association to see the library's options for investing funds in the savings account. A message was left.

- A candidate has been put on the ballot for the open Trustee position.
- The monthly calendar has been reviewed.

### **3. Calendar Review**

- The calendar was reviewed for May and June. Many items cannot be completed until after the town vote on May 10, 2022.

### **4. Old Business**

- A. Update on Bequest of \$5,000:** The library still has not received the bequest.
- B. Wilson Lands Project:** There was nothing further needed from the library on the Wilson Lands Project.
- C. Holiday Schedule Revisions - Juneteenth:** Juneteenth is now being recognized as a federal holiday. The Trustees felt that this should be tabled as we would like to see where other libraries and how the Town of Stoddard addresses this change in holiday.
- D. Trustee Nominations:** Trustees will need to be nominated before May 22, 2022.

### **5. New Business**

- A. Library Occupancy Limit:** The library occupancy limit was discussed due to the larger number of people in attendance at the recent library events. Inga will speak to the Fire Department to see what our actual inside occupancy limit would be.
- B. Performance Evaluations:** The Trustees will fill out a performance evaluation for Inga and then plan a time to discuss all together. Don will then go over the evaluation with Inga.

**Next Meeting Date:** June 20, 2022 at 7 pm.

**Adjournment at:** Meeting adjourned at 8:10 pm

Transcribed and Submitted by: Christine Haase, Recording Secretary

#### **Summary list:**

**Motions:** Don entertained a motion to accept the minutes from the March 7<sup>th</sup> meeting as presented. Jan so moved. Christine seconded. The motion passed unanimously.

#### **Action Items and Directives:**

- Inga will contact Tattersall regarding the alarm issue as Fire Department mentioned this could be a problem with the carbon monoxide detector. She will try to find a day when Fire Chief Trevor Anderson can be there as well.
- Jan and Inga will meet to discuss spending down fund before end of year.
- Christine will send a copy of the employee evaluation to the Trustees.
- Inga will reach out to the Fire Department to see what our occupancy limit is inside the library.

