

Meeting Minutes of May 18, 2015

Library Trustees

Meeting Date:

May 18, 2015

Davis Public Library Stoddard, NH

Board of Library Trustees

May 18, 2015

1:30 pm

draft

1) **Call to order:** 1:50 pm

a. **Roll call**, approval of agenda: Members present: Geri Bailey - Chair, Donna Hamilton - Treasurer, Lauren Rettig - Library Director, and Frankie Scofield - Secretary.

b. **Approval of minutes** of previous meeting, motion to approve and seconded.

c. **Correspondence:** Lauren sent out 'Thank you' notes, for donated items, to Geri Bailey for the telephones, and to the Stymests' for the children's table and chairs. She also sent out a bill to a patron for a 'lost/broken' charger for a device/tablet, and a damaged book.

2) **Reports**

a. **Treasurer:** Donna gave her report of our bank balances, motion to approve and seconded. We have approximately \$2,000 that we can spend for supplies, Lauren to use for printer ink cartridges, paper, bike rack parts, and other items, by the end of June.

b. **Library Director:** Lauren gave her report on:

1. **Training/Conferences** - 'Healthcare'

2. **Payroll Projection review** of hours - still on track

3. **Stats:** Patrons- 170 (slightly down from last year (196), no place for 'Open' flag may be reason for less patrons. Items out- 146, ILL-5, NHDB- 87 for total = 238. Computer use- 43; New patrons- 1; museum pass/Currier- 1; egg hunt- 5, and book club- 10.

4. **Activities:** *Bike Repair*, May 2nd, was well attended. *Wellness Day*, May 16th at 12 pm, Local EMT Margo Santoro was there to conduct blood pressure readings and offer natural remedies to reach a healthy B/P, for *National Blood Pressure Month*. May 23rd will have a *Build a Rack* event. Future events: June 27th, *Construct Your Future* - for the Summer reading program, with tools donated by local stores, with *Build a Birdhouse*, with at least two wooden birdhouses for children to paint and decorate. The FODPL will be paying for the birdhouses.

5. New Unattended Child Policy Adoption - up and running.

6. Lauren just received notice that her 'CLIF' grant was approved for us with \$2,000 in children's books for the library, and an additional \$500 for our JFS. Congratulations and Good work Lauren. She is also still working with the town, and Jim Coffey, our administrator, to get the USDA grant money available for our purchases.

c. Addition Committee

1. **Contract Status:** Jim Coffey has signed the 'pre-construction' Ingram Contract. If the warrant goes through at the Town Meeting tomorrow night, there will be a final contract to sign.

2. **Site work:** Gordy Garnett took down more trees, and the electric company moved a 'guy' line to the front of the building.

3. **Financials:** Pat Putnam updated her report to us showing the 'name of company/or person paid and the named expenditures' with the paid amount, balance and percent left of our last years \$30,000 warrant money left. Also, while we were having our Trustee meeting, Jim Coffey called to ask us permission to pay the PH Design's last bill to us: \$9,838.25, we approved payment. (This was less than anticipated.)

3. Old or unfinished business:

a. Change of signatories on CD's held at Monadnock Community Bank & Federal Credit Union. Geri will email to Ginger to see 'if she wants to continue as our alternate, and if so, to come with us to the bank.' Frankie needs to send a letter to Town Selectboard to have them appoint Ginger for another year, and get letter for Monadnock, and copy of minutes showing Geri, Donna, and Frankie being appointed to Trustees.

b. Lauren will email Geri list of 'policies and procedures' that we have updated. Frankie will speak with Jim Coffey about our 'bonding', (if the town bonds us, or do we have to) also, trustee insurance?

Meeting adjourned at 3:20 pm

Next Meeting: June 16, 2015 at 2:00 pm

Respectfully, Frankie Scofield, Secretary