

# Meeting of Jan. 15, 2015

Board of Trustees of the Davis Public Library

## Meeting Date:

January 15, 2015

Davis Public Library Board of Trustees

Stoddard, NH

January 20, 2015

*Draft*

## 1. Call to order at 2:12pm.

a. Roll call: with members present: Geri Bailey - Chair; Donna Hamilton - Treasurer; Lauren Rettig - Library Director; and Frankie Scofield - Secretary.

b. Approval of minutes: of previous meeting: Geri made motion to approve, passed.

c. Correspondence: Bonnie Cohen mailed us copies of grant application, Geri gave each member copies.

## 2. Reports

a. Treasurer: Donna gave her report, motion to approve by Frankie, passed.

We also discussed sending something to Bonnie Cohen, 'reimbursement for her expenses' on behalf of the library/grant project. Donna made motion to approve \$100.00, passed. Donna also contacted 'Fairpoint' to see about their program to 'get a better deal' on our monthly costs, but they are no longer offering it, so our monthly charge will be \$69.99, contract for the year.

b. Library Director:

1) Training/Conferences: Frankie made a motion to have Lauren start to re-attend the Addition Committee meetings, since her payroll hours can accept the increase, motion was passed. She will attend the next meeting, Monday, Jan. 26th, @1:00pm.

2) Payroll Projection Review: Payroll hours in keeping, and since some time lost to snow storms, etc., Director has time for Addition Committee.

3 & 4) Activities and Stats: Numbers for Dec. 2014: Patrons = 196 (up from 2013=127); items = 209 (includes ILL-5, NHDB-54); computer usage = 69; new patrons = 4, and book club = 8.

January has had a 'tea time' on Saturdays, at 11:00am, patrons bring their own mugs, and tea or hot chocolate has been offered. This has been well attended. The Snow Shoes have been borrowed

often, since donated.

c. Addition Committee:

1) Status - request for construction firms 'CM', and costs. New Addition Meeting has been postponed to Jan. 26, giving more time for companies to reply. Secondary letter/package went out on Dec. 23rd, and were sent out to six companies. Also, Williams Construction stopped by the library and showed interest in our project, so Lauren emailed the letter/and Jerry Tepe's report, he also reviewed the plans while at the library.

2) Bid Process/performance bond: no news, no update.

3) Site work: no work done as of today. Wragg Bros. did state they would be doing the Well work 'on their schedule' (done at their cost). More exciting

news, the ***Philip Hamilton's*** are offering to do our Septic System for 'their cost only'.

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4) Financials - actual /forecasted: No update / no change.

d. Funding: (Grants, Crowd Funding, Capital Improvement, misc. donations):

USDA grant paperwork sent out by Bonnie Cohn. There now needs a 'town meeting' to explain the grant to the public. Jim Coffey suggested to hold it at a Selectboard meeting at Town Hall, Geri or Frankie to contact. Lauren explained the process of '*Indi- Go-Go*' which is a 'Crowd Funding' program. The other Capital Campaign/Donor letters, we have decided may be held off until/if we get our warrant passed for the Addition Project. We are planning on sending out a 'letter of support', to the townspeople, to ask them to support (vote yes) the Addition Warrant, in the Spring. Geri and Angel N. are composing a letter.

3. Old or unfinished business: Lauren will be doing 'State Report' in April. She also will be checking with our bank, TD Bank, to see if we can 'set-up' another account for donations (like the ones that would be coming from 'Indi-Go-Go').

We still need to have the 'signatories' on the TD and Monadnock Banks changed, only Trustees/Directories can be on the accounts (not past trustees or alternates).

Inclement weather-policy all set, and Lauren has gotten 'sand/calcium chloride' from the town via Bob, and he has made sure our steps are sanded.

5. New business:

- a. We need a timeline for jobs that are upcoming to be done.
- b. Accounting/approvals for funding activities, ie: warrant to approve: RSA 202-A:4-c,d. Meet with Jim Coffey March?.
- c. Draft a 'Snow Shoe' policy.

Next Meeting: February 17, 2015 at 2:00pm, to do 'Library Budget'.

Adjourned: 4:01pm

Respectfully: Frankie Scofield, Secretary