

Davis Public Library Board of Library Trustee Meeting  
Stoddard, NH  
December 16, 2014

1. **Call to order**, meeting of BOT came to order at 2:05pm on 12-16-14.

a. **Members present**: Geri Bailey - Chair, Donna Hamilton - Treasurer, Lauren Rettig - Library Director, and Frankie Scofield - Secretary. Excused - Ginger Saleski.

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

c. **Correspondence/emails**: Lauren emailed Pat Putnam/Jim Coffey about the front light, it does not always come on during the 'motion cycle'. It needs an electrician to fix, so she is leaving it on, with the switch, until fixed. Bob also sanded and salted our parking lot and front stairs, as needed.

2. **Reports**:

a. **Treasurer**: Donna gave her financial report, Frankie made motion to approve her report as read, motion passed.

b. **Library Director**:

1) *Training /Conferences*: 'Overdrive, ebooks, PC phone, etc. Friday in Concord, at 10am - 2:00pm.

2) *Payroll projection*, hours continue to stay on track for payroll.

3) *Stats*, ok

4) *Activities*: December at the library had '*Story Time with Santa Claus*' (with Dave Ferner as Santa, 'Thank You to the Fire Dept. for loan of Santa Suit'). Seven youngsters came and had a story read by Santa with photo's taken.

A '*Cookie Swap*' was held on Monday, December 15th at 6:30pm, Geri's cookies were wonderful!

'*Gift Making & Wrapping Workshop*' \*children only\* held Saturday, December 20th from 11:00 am to 1pm. "The Friends" donated cards, and Delorma Morton volunteered to help out.

'*Two sets of Snow Shoes*' have been donated to the library, for loan-outs, and have already been checked out. Thank you note was sent to the Scofield's for their donation.

Other numbers for patrons for November 2014:

*Patrons = 143 (up from 137 last year!)*

*Items checked out = 141, Inter-library loan = 6, and NHDB = 56 for total of 203*

*Computer usage = 50, New library cards issued = 2, and Book Club = 7.*

c. **Addition Committee**:

1) Eight letters went out to potential CM's, and we received six positive responses. Second letter with package of PH Design, and Jerry Tepe's report, will be going out before New Year.

2) The 'Bid Process' will be a joint effort: the Addition Committee, Trustees, and Selectmen. We need to ask about 'Performance Bond(s)'.

3) No 'site work' done as of this meeting.

4) Financials - only a couple of expenses have been billed and paid so far. The State DES for the approval of our septic design, and Jerry Tepe's third party review report. This is all being charged to the \$30,000. warrant approved May 2014, by Pat Putnam of the Town Offices.

5) Grant application status, Jan. 16, 2015 deadline: Pat Putnam of town will be Bonnie Cohn's contact, since all the appropriate numbers for Federal Government Grant comes from the Town of Stoddard. Lauren has given her 'wish list' of equipment to Bonnie.

**3. Action Items:**

Geri went to Jim Coffey regarding a 'cleaning person' if warrant goes through for our addition and bathroom. \*By law, we have to pay an employee, at least two hours per week, to be combined with Town.\* Suggested: Electric hand dryer for bathroom. We need to add this to our 2015 budget.

**4. Old/unfinished business:**

a. Trusts - accounting. Moved to next meeting.

b. Change of signatories on CD held at Monadnock, moved to Spring.

**5. New Business:**

a. Inclement weather policy. Geri made a draft of a new policy for trustees to review, and was agreed upon with slight change by trustees. See Attached.

b. Forecasting for costs of cleaning and supplies for bathroom will be discussed at upcoming meetings.

Next meeting date: January 20, 2015.

Adjourned: 3:00pm

Merry Christmas and Happy New Year

Respectfully, Frankie Scofield