

Davis Public Library Board of Trustees Meeting
Stoddard, NH
October 21, 2014
draft

Call to order: 2:08pm

Meeting started with the following members present: Geri Bailey-Chair; Donna Hamilton-Treasurer; Frankie Scofield-Secretary; and Lauren Rettig-Library Director. Excused: Ginger Saleski-Alternate.

Minutes of the previous meeting were approved as read.

Correspondence: Bonnie Cohn sent an email looking for information regarding the 'Grant' application. We discussed all items needed: 'EIN' = town identification number, the number of public computers used, library budget item(s) for Technology Services, the 'Friends Budget', and a letter from the town Selectmen giving us permission to apply for a 'Grant'. The 'Addition Committee' is meeting with the Select Board and Frankie will get a letter from them for a 'Grant' go ahead.

Lauren asked for permission to get and send a 'Thank You' card for Gae Borland. Gae has been volunteering at the library once a week, and is now heading to Florida. Permission given to Lauren to purchase 'Thank You' cards, and send one to Gae.

Reports:

Treasurer's report given and accepted.

Library Director, Lauren gave a thorough report of numbers for library use, up from last years' numbers: Patrons- 256, Items-186, Computer Usage-80, New-3, Book Club-7, Museum passes-2, and Tag Sale Donations-2.

Every Saturday in October is 'Craft Day', good turn outs. Flyers were put in our local town store and school.

The Book Return Raffle is going strong. Donated items include: Three pairs of tickets to the Colonial Theater, a gift card from the Mill Village Store. Also, a gift card from the bookstore, Toadstool.

Lauren displayed the 'How people use their library cards', interesting feedback.

November activities include; 'Lantern Display', and 'I am Thankful Tree'. Games Day, Willie Wonka Day, and National Puzzle-Game Week.

Lauren has also signed up for a 'Webinar' for ways librarians can get funds. She also discussed: Pizza Night @ Orchard Hill Bakery, every Tuesday, during June 18 - August 19th. They have a drawing, and the winners can have the proceeds of 'Pizza Night(excluding the cost of the dough) for their organization. They sometimes have live music at these events.

Payroll Projection: Lauren gave a report of her *Summer* and *Winter* hours, also showing time given to 'meetings, training, cleaning, pick-ups, projects, events, etc'. She gave a detailed payroll projection in numbers still in keeping with the annual payroll budget.

Stats: Lauren has permission to return purchased 'Barcode Scanner' that does not work, and purchase the better scanner for \$150.00.

Addition Committee: Frankie gave report and brought everyone up to date. The Committee is meeting with the Select Board on Oct. 27th at 7:15pm to discuss several issues. One being the final approval of the Selectman regarding our 'one toilet facility'. We paid for a '3rd Party Code Reviewer' but we were also told that we needed to get approval from the 'State Fire Marshall'. Unfortunately, they had two different opinions of what our requirements are.

We also have many questions on how the 'Addition Committee, and the Trustees' are supposed to handle expenditures, what information should we keep for possible audits, who should be the signatory of contracts, etc.' To be asked and hope to be addressed at the Selectmen's meeting.

Old/Unfinished Business

Stoddard Town Website, No current update, Lauren will check with Jim Coffey.

Trusts/Accounting for Annual Report. All set for now.

Association Membership: Lauren now has membership in 'Rural and Small Libraries' and 'Nubanusit Library Co-Op'.

Trustees and Volunteers 'Confidentiality Agreements'. All signed, filed.

Change of signatories on CD: Letter has been composed for the Monadnock Community Bank, for new Trustee signatures, we need to find time for all of us to go and sign signature cards.

FODPL Tag Sale: Good turnout, plenty of volunteers, and proceeds of about \$400.00.

New Business

Financial management process for the Library Addition (Warrant Budget) Funds(ongoing and formal reporting)of 'Who, What, Where, When'? (See Addition Committee-Select Board Meeting of Oct. 27th, questions will be presented at that meeting.)

Next Meeting date: November 17, 2014 @2:00pm

Meeting Adjourned at 3:17pm

Respectfully Submitted: Frankie Scofield, Secretary