

Davis Public Library Trustees  
Board Meeting Minutes  
April 18, 2018

Present: Geri Bailey, Chair; Lexie Currie, Treasurer; Angel Nicoletti, Secretary;

Meeting called to order at 12:37 by Chair, Geri Bailey.

Library Director Performance Assessment completed in Executive Session.

Lauren Rettig joined us at 1pm.

1. Correspondence
  - a. A Safety Committee has been mandated by the Town Administrator, Jim Coffey for all Town buildings except the Fire Dept.
  - b. Jim Coffey gave Lauren a First Aid Kit for the Library.
  - c. Lauren will be the Library representative to the quarterly meetings.
2. Minutes approved
3. Treasurer's Report approved
  - a. Cost of Heat \$1092 up to now. Within budget which is \$1500.
4. Library Director
  - a. Lauren will be leading a Literacy Night event at the JFES April 19.
  - b. Lauren will attend a Small Libraries Summit in Concord April 26.
  - c. Stats – increased visits and circulation, see handout.
  - d. Summer Reading Program – will ask FOL to donate Headphones for one prize and ask the Stymests to donate an Acoustic Guitar. She has already arranged for the other prizes. See flyer for details. Theme is Libraries Rock and many events will involve music.
  - e. Adult Programing
    - April 25 – Walking the El Camino with Christie Day
    - May 23 – Nepal Chronicles
    - June - Growing fruit Program
    - Artist Sue Bottomley discussing her book.
    - The Rockies, Exploring the National Parks of the West.
  - e. Library Logo - Lauren will contact Randall about progress on it.
  - f. Online Catalogue – ongoing
  - g. Children's Garden – Lauren will contact David Lesser about his plan.
  - h. Lauren gave us a handout of the hours for herself, Elise and Martha for FY 2017/18 up to April 9<sup>th</sup>.
5. Old/Unfinished Business
  - a. Margo Santoro is on the Ballot for a Library Trustee position which will be open since Geri's term is finished. Elections are May 8<sup>th</sup>.
  - b. No Overnight Parking signs. Lauren will look at the options.
  - c. Tech support and upgrades – no activity.
  - d. Tree Trimming – Frank Stuckey took down the identified trees today. He Pointed out that a limb of the oak tree to the right of the building should be monitored.

- e. Mural – no activity.
  - f. Library Calendar- Geri will add Internet/Phone Contract for Jan. 2021.
  - g. Laptop – will be used by the incoming trustee.
  - h. 2018 NHLTA Conference May 14. Angel and Lexie will go.
6. Library Director Performance Evaluation
- a. Discussed with Lauren after she had a few minutes to read it.
  - b. Agreed that Lauren would take it home to read more thoroughly.
  - c. We asked Lauren to comment on it and give us feed back.

Meeting adjourned at 2:45. Next meeting May 16 at 1pm.

Submitted by Angel Nicoletti