

Trustee Minutes Davis Public Library
August 28, 2017

Present: Lauren Rettig, Geri Bailey, Lexie Currie, Angel Nicoletti
Meeting called to order by Chair Geri Bailey at 1:02 pm.

- Agenda addition: Use of the Library by the Hidden Lake Board of Directors, the second Tuesday of every month during winter months at 6:30pm approved upon completion of application. Lexie will discuss specific arrangements with Lauren. The maximum capacity of the Library is 25.
- July minutes: Approved with corrections.
- Correspondence
 1. Marlow librarian, Jen, would like to buy the extra pavers from the old walkway. Decision made to give them to her in exchange for asking her to move the bricks against the wall.
 2. Donation for Makerspace: Jeffrey DiScala, a summer resident, has offered to make a donation toward the Makerspace. Lauren will talk to him about ideas.
 3. Jim Coffey has asked that the board submit job descriptions to the Select Board. Geri will send them to him.
- Treasurer's report: Approved.
- Safety Fence: Caps have not yet been put on the fence posts. Geri will check with Nick.
- Modem: Lauren has contacted Fairpoint. They will be replacing the modem soon.
- Library Calendar: Geri will draft a Calendar of important activities and we will create a schedule of deadlines at the next meeting. Looking into use of Google Calendar for management.
- Shed: an anonymous donor will contribute to the cost of a mural on the shed wall facing the gazebo.
- Logo: Angel will contact someone in the KSC Graphics Arts Dept. about the possibility of a student project.
- Library Director report:
 1. Summer programming: Library patronage continues to increase. 11 Summer programs well-attended. See attached.
 2. Upcoming programs
 - a. Mentalist, Preston Heller: " Seeing the Unseen". Sept. 22nd, at 7pm. Free, food donations accepted for the Community Kitchen.
 - b. Sept, 25th. Advanced Care Planning, Dave Ferner, 6:30-8pm.
 - c. Under consideration: Mindfulness program and Empathy program.
 3. Children's Garden: Our Town Landscaping can start mid-Sept. Lauren will check on the configuration of the concrete benches.
 4. USDA Grant is complete. Remainder \$34.78.
 - a. Paperwork will be submitted in September if all the credit card statements are up-to-date for payment. Lauren will meet with Jim and Pat next Monday to go over the end of the grant.
 - b. Bonnie Cohn is renewing the SAMs for future use.

c. Bob will install the Community Bulletin Board and the Changing Table. Lauren will ascertain any OSHA and ADA compliance regulations that apply.

d. Geri will help install the computer security. Lauren ordered Norton Virus Protection.

e. Dick Scofield has volunteered to help build the front closet shelving. The larger unit will not arrive for several months.

5. Library Director Vacation: Oct. 18-28. Ireland. Four vacation days requested. Elise will cover her shifts.

6. Alarm: Jim Coffey suggests Dave Vaillancourt as Police Chief should be the first contact and second contact should be the Fire Dept. because of their access to Knox Box. Lauren will ask the monitoring company to remove Donna Hamilton's name as contact.

7. Director Professional Education: Lauren is applying for Level I & II Paralibrarian. Class Sept 18 10am-1pm, Weeding Workshop. Fee of \$15 approved for the course and certification fee approved, contingent on confirming we are members of the NHLTA.

8. Martha DeTore-Woods – background check is OK.

- Performance evaluations: should be done yearly, by the Board for the Director and by the Director for the Library Assistant. A PE for the library assistant is overdue and will be done by Lauren.
- Brief Personnel Policy discussion. Geri will add the specific criteria set by the board in March that was used for determining the salaries of the Library Director and the Assistant Director and additional info on education and skill requirements.
- Monthly Trustee meeting will be the 3rd Wed. of the month at 1pm. Angel will ask Ginger if she can take Minutes Sept 20.
- Use of Davis Public Library for a possible Reading Nook program site is approved. Geri to let program director know that they may contact us if they wish to start a program there.
- Next meeting Sept 20 at 1pm.

Respectfully submitted,
Angel Nicoletti, Secretary