

Davis Public Library Trustee Meeting
January 17, 2017 Minutes

1. Called to Order at 1:55pm

- Minutes approved with corrections.
- Correspondence : Mike Wilder of Homeland has replied to Geri's letter that he will withdraw his bill for \$150.00 and speak to Geri in the Spring about the inadequately done repairs.

2. Reports

• **Treasurer:** Td Municipal Choice Solution- \$976.53; Public Funds Savings- \$6424.58; Public Funds Savings (Donation Acct)- \$ 16,220.58.

• **Library Director:** Jim C. gave Lauren a statement (run 1/17/17) indicating that there is \$1968.78 left in the warrant account and he plans to close the account which returns that money to the Town. Geri will speak to him about using that money to pay Monadnock Fence the \$1120 owed to them and to pay \$475 for the water filtration system. Geri will ask Jim to print out the Library expenses to date in preparation for our budget discussion at the February meeting.

Extra hours: 85 hours are left, 9 are budgeted for online cataloguing work.

Library usage: patrons- 178, items-200; computer- 63; ILL-26; NHDB- 155 for a total of 381. Book club-12; new patrons-5. Since keeping statistics, there has never been a month without new patrons.

Movie Night- a total of 8 attendees. Lauren will consider changing the day of the week and time. The movie license needs to be renewed. The Trustees will ask the Friends to pay for that.

Acupuncture series will run from Jan 23rd to Mar. 13th. Lauren is beginning the planning for the Summer activities, such as the Summer Reading Program.

Electronic surveillance stickers- given to Lauren by the alarm company. Lauren will put them on a lower corner of a window on all sides of the building, including a window overlooking the Barrett Memorial Bench Garden.

Lauren has a call into Millbrook Farms to ascertain if their ramp would have sides.

Purchases planned using the USDA grant: Quick Books, a laptop, a people counter, an all-in-one printer, a wall-mounted magazine rack, an art hanging system and shelves in the back closet.

Shutters: are in and ready for painting, which Ken Young will do. Will need someone to install them. Jim will be asked if Bob can do it.

OnLine Catalogue: Charlotte due back Jan, 23rd.

Wheelchair ramp: Steve Keys plans to repair the area where the ramp attaches to the landing on Friday. The dips will be done after the frost is gone.

No CIP projects currently planned.

3. Old or Unfinished Business

Meeting Space Policy Review: 2 revisions to policy drafted by Angel. One is to change the policy title to – Meeting Space Policy for Non-Library Related Use. Second change is to reduce the Permitted Uses to:

1. Local non-profit groups or organizations for cultural, civic, and educational purposes;
2. Local non-profit groups promoting community among local residents;

3. Application form accepted with 2 additions: Purpose of Meeting added and a space for number of Alarm Code given to applicant.

Aqua Aid Filtration System #20 Big Blue will be purchased. There was no response from the other vendor.

Shed: base was laid but snow prevented placement of shed. It will be done in the Spring.

Safety Fence: Monadnock Fence will install it next week.

4. New Business

Holiday Schedule Review: Feb. 20 Presidents' Day and May 29 Memorial Day the Library will close. Those are paid holidays for Lauren.

Policy Review schedule: The Feb meeting will be devoted to budget development for the next fiscal year. Financial Policy review at March meeting.

5 Actions

Geri: Ask Jim for statement of DPL expenditures to date, for the monthly cost of the alarm system, and discuss the remaining warrant money.

Look at developing a graph for the Town Report of the Library stats.

Lauren: Put up the alarm surveillance stickers, speak to Millbrook Farms about the ramp for the gazebo, order the purchases named above, ask Ken Young to paint the shutters and ask Jim if Bob can install the shutters.

Angel: ask the Friends to pay for the movie license renewal.

Adjourned at 3:30pm.

Next meeting Feb 21st.