

Davis Public Library Trustee Minutes
November 15, 2016

Present: Geri, Donna, Lauren.

Excused: Alternate Ginger

Meeting called to order by Chair Geri at 2pm.

October minutes accepted with corrections:

The Donation Account total is \$12,336.96. Also The Children's Room at the Library will have an Art Display this school year of JFES students work.

Correspondence

Kenny Young has offered to donate wooden signs to be made by Joe Sarcione for each room.

Geri sent Don Healy a thank you for the anticipated \$5000.00 received.

Treasurer

\$878.33 checking; \$6943.49 savings; 17,338.00 donation account. Healy check added to the donation account.

Balance is as expected. Donna will ask Jim Coffey if there is anything left in the \$215,000.00 warrant.

Treasurer's report accepted as read.

Lauren

October stats: 322 patrons, 2 new, 252 items, ILL 7, NHDB 111 for a total of 370.

Computer 71, Book Club 7, 27 Trick of Treaters, GS sign up 16.

20 pumpkin painters.

Stoddard/Marlow GS Troop signup held at the Library.

Movie night- 4 people came yesterday. Lauren will do a survey before we consider changing the time or day of the week.. She will check out subscribing to the Stoddard web site calendar.

Planned Requests to the FOL

Quarterly DVD gift card.

Payment for 4 sets of shutters -\$850. Installation cost unknown yet.

Estimate for painting the shutters - \$240.

Library Assistant

Lauren plans one more training which will include a background check. She and Elise will fill out the form and have it notarized. The Trustees will pay the \$25.00 fee.

Elise will be taking SATs Dec 3rd and will not be able to work. After discussion it was agreed that Lauren will ask Elise if she can work Friday Dec 2nd 3-7pm instead.

USDA grant money

Tattersall cost \$1825.00 for a panic alarm. It will be installed after

Thanksgiving or early December. Lauren is pursuing methods of securing the small electronics. An inexpensive hours sign including a the library phone number can be put in the front window. Estimated cost would be \$10-\$20.

Gazebo ramp

Lauren is getting estimates. The Millbrook Farms Woodwork estimate is \$400.

Lauren is ordering: Quick Books, a new Laptop for the Trustees and an infrared people counter pending confirmation of costs for alarm system upgrades. She is meeting tomorrow with Charlotte Lesser for help with installing an online Catalogue. She is keeping track of her hours for this out of the 10 extra hours.

Screen repairs have been done and billed to the Town. Ramp repairs will be done within the week according to Steve Key.

CIP Project Updates

Van accessible parking sign was installed by Dave Vaillancourt. The grass is in good shape overall, but the front will need additional seeding in the Spring. Geri and Mark put down mulch and driveway markers for plowing. The extra pavers and bricks will be stored on the pallet in the backyard.

Payroll

Scanning process Donna used worked. Payroll sheets (time cards) older than a year will be stored in the file cabinet in the old front closet. (Timecards need to be maintained for 4 years.)

Water Quality

Filter estimates from Nazer Aqua Aid: Small charcoal filter \$475 need to change it more often. Geri will ask about replacement filter cost. Larger heavy duty filter:

\$575. Geri will ask about the "Big Clear " filter check. Money for filters will need to be put into the budget next year. Use warrant money if there is any left.

Shed

Angel and Dave Ferner and Dick Scofield visited the Millbrook Farms Woodwork facility which sells sheds, gazebos and other outdoor items made by an Amish company in Pennsylvania.

They agreed the item which most fits the needs of the Friends for book storage and the Library for gazebo furniture storage would be the 10'x20' Workshop style shed with a loft, standard up and down siding of Duratemp, 3 layers of paint, oil paint primer, 1 double door with 2 windows, laser leveled base 12x22. The cost would be \$4490.00 which includes a ramp. The ramp would be pressure treated Southern Yellow Pine bolted to the door with angle irons 5' wide and 3' 6" long.

Board agreed to accept donation pending review of photo. Geri to schedule a time with the Select Board to review the plan.

Safety Fence

Motion made and seconded to have Monadnock Fence install a cedar fence for \$2235.00 in the beginning of December. His references praised his product and work practices. Geri will get a certificate of insurance and notify the suppliers of the decision. Cheshire Fence has not provided any references.

New business

The Aten Road Settlement money of \$5000.00 was deposited. Geri will post a notice on the website for a public meeting for Dec 13 with that gift on the agenda.

Elise will work Dec. 23rd instead of December 24th, which is Christmas Eve when the Library will be closed.

The revisions to the job descriptions of the Library Director and the Library Assistant were reviewed and approved. The nook borrowing policy will be reviewed at the next meeting.

The Library Director has received a request from the Girl Scouts of America to use the Davis Library for meeting space. It was decided to deny this request and agreed that we need to have a policy regarding this issue. Geri will request that the issue be a future BOS item.

Winter Management: Geri to check on salt use on pavers. Lauren to ask Bob to move screens to Gould House.

Adjourned at 4:26pm.

Submitted by Angel Nicoletti

Next Meeting: December 13, 2016