

Davis Public Library Board of Trustees
Minutes November 15, 2017

Meeting called to order by Chair Geri Bailey at 1:05 pm.

Present: Geri Bailey, Lexie Currie, Angel Nicoletti and Lauren Rettig.

1. The Minutes of October 11 were approved.

2. Correspondence

a. The correspondence between the Town and the Davis Library regarding job descriptions of Library employees has been filed with the Library secretary since the requested job descriptions have been sent to the Town administrator.

b. Bonnie Cohn sent us the change in the CAGE number renewal date which is 2 months earlier for 2018. The renewal date is Sept. 27, 2018 and the renewal process begins 90 days before that. We need to calendar in the renewal process for June 2018.

c. We received the 3rd and last installment of \$5000.00 of the \$15,000 that was directed to the Davis Library by Donall Healy.

3. Treasurer's Report

a. The Library audit by auditors Melanson Heath was completely satisfactory. They did have 5 suggestions to "strengthen the Library internal controls". Three of the suggestions we already do. In order to satisfy the other 2 suggestions, in the future: The Treasurer will initial the monthly bank statement reconciliations to document her preparation of them; The Library Director will review the monthly bank statement reconciliations and document her review of review by initialing them.

b. Lexie prepared a Budget comparison, which will be helpful.

c. The revised Investment Policy was reviewed and approved.

d. The Financial Plan was reviewed with a minor suggestion.

e. The Treasurer's report was approved.

4. Library Director

a. Events for adults are planned every month through May. (attached)

b. Catalog planning: Elise continues to update adult fiction in the online catalog. Lauren is adding additional audio books and large print this month.

c. The installation of the Children's Garden has been postponed until Spring. Our Town Landscaping will deliver the materials now, which will to be stored on Library property. Work can commence sooner in the Spring if their trucks do not have to wait until after mud restrictions are lifted. We will pay for the materials now - \$1,983.00. Lexie will draw up a statement eliminating the Library from liability due to damage or theft of the materials over the Winter. David Lesser has proposed an increase in the size of the Children's garden benches, which increases the total cost to \$6,182. From \$5,385. Lauren will tell David we prefer the original size.

- d. The USDA grant reconciliation shows that Lauren inadvertently overspent the grant award by \$1,670.70.. It was agreed to pay the \$1,670.70 from our savings account and in the future have an ongoing accounting of grant funds.
- 5. Policies reviewed: Personnel Policy, Fishing Outfit Policy, Snowshoe Policy.
- 6. Nothing new on the shed mural.
- 7. Reading Nook Program is part of the Head Start Program to promote reading and intellectual stimulation among preschoolers. They will let us know if our application to participate will be accepted.
- 8. Geri has completed the Modem update. FYU there is a WiFi signal in the TH parking lot.
- 9. The Library Calendar is an ongoing process.
- 10. New Business
 - a. The NH State Library compiles stats from libraries across the state. Lauren sends them the Davis Library stats. The square footage of the Davis Library is 1200 SF. Geri will use the stats to compare the Davis Library with other libraries similar to us.
 - b. Bonnie Cohn is willing to work on other grants for us. It was agreed to pursue more local grant opportunities such as the Charitable Trust Foundation, Kingsbury Foundation, CLiF, etc.
- 11. Actions
 - a. Geri will talk to Jim Coffey about leaf raking, tree trimming and any change in the utility supplier.
 - b. Lauren will follow through with the USDA grant payment adjustment.

Meeting adjourned at 3:35pm.

Next meeting December 20 at 1pm.