

Trustees of the Davis Public Library
Minutes of Meeting December 20, 2017

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

Meeting opened at 1:05 pm.

1. Minutes from November 15th approved with amendments.
2. Correspondence
 - a. Lauren received a suggestion that the DPL accept delivery of UPS packages. Decision made not to accept such delivery because the Library is not open every day. As part of that discussion, it was suggested that DPL hours be put on the permanent sign in front of the Library.
 - b. Angel will send a thank you to Sally for the sandwich board signs she makes for the various Library events.
3. Treasurer's report- approved. See attached for details.
4. Library Director
 - a. Visits are increased, but circulation has decreased. Many patrons come in to use the computers and use the Overdrive system.
 - b. Dave Ferner helped build the shelves in the front closet. Angel will send him a thank you note.
 - c. School will be closed the last week of December. Library events will be Tuesday storytime, Wednesday 3:30 library mini-golf, Friday film 3:45, Saturday "crafternoon" at 12pm.
 - d. All documents have been submitted for the USDA grant. The USDA requested that the remaining unspent funds of \$4.44 be taken from a partial purchase. The Town will then be owed \$1,666.26. When the refund check is received, the DPL will pay the Town the difference.
 - e. Catalog planning is ongoing. See attached for details. Charlotte has apologized for not being available. Lauren will speak to her before Charlotte leaves for the Winter. Elise is cataloging the Adult, YA and NF sections which should be ready to be made public by June.
 - f. Randall Hoyt of the KSC Graphics Design Dept. has agreed to have his next semester students work on a DPL Logo. Lauren will reconnect with him in January.
 - g. It was decided to give Lauren a couple of extra hours to work with Lexie on coordination when Lexie is in California January 8 to mid April.
 - h. Lauren has a few names of people interested in volunteering to do some work on labeling all of the non-fiction books.
 - i. Children's Garden dimensions will be increased from a width of 8" to a width of 16". The cost will increase from \$5,385 to \$6,182. Our Town Landscaping has agreed to sign the liability statement. They will cover the Winter storage cost. The Library will be the first job in the Spring.
 - j. A motion was made by Geri and seconded by Angel to take the \$797 of increased cost from the Healy money.

5. Old/Unfinished Business

- a. The following policies were approved: Financial Policy; Investment Plan, Fishing Outfit Program. Snowshoe Lending, Personnel Policy.
- b. No news about the shed mural.
- c. It was agreed to use the printed Library Calendar which has been updated for 2018. Lauren will have the Library numbers to submit to The NH State Library System by March.
- d. Future Improvements – shed book drop was eliminated; entry ramp railing may be the Town's responsibility. Geri will check the NH Charitable Trust deadline for funding for additional landscaping. Gazebo lighting to be discussed as future improvement.

6. Actions

- a. Geri will speak with Jim Coffey about Library tree trimming and entry ramp railing. She also will identify the NH Charitable Trust grant deadline for funds for additional landscaping.
- b. Lauren will confirm the bigger benches with Our Town Landscaping and speak with Charlotte.
Angel will send Thank You notes to Dave Ferner and Sally Ripley.

Meeting adjourned at 2:40pm.

Next meeting Wednesday January 17, 2018 at 1pm.