

Davis Public Library Trustees
Minutes December 13, 2016, Corrected 1/17/17

Meeting called to order at 2:03pm by Chair Geri Bailey

Present: Angel Nicoletti, Donna Hamilton

Excused: Ginger Saleski, alternate

- **Minutes:** November Minutes approved. Corrected October Minutes approved.
- **Donations:** A Christmas wreath from the Women's Fellowship; \$50.00 from Mr. and Mrs. John Downs, 110 Chelsea Way, York, Pa. 17406-8772.
- **Correspondence:** Bill from Homeland of \$150.00. Repairs were inadequately done. Geri will send a letter to Mike Wilder asking for bill of \$150.00 be rescinded and copy Jim Coffey.
- **Treasurer:** Checking - \$950.97; Savings - \$6424.04. Financial status satisfactory. Motion- Angel, Second- Donna. Report approved.
- **Library Director:** Lauren will work Christmas Eve. November stats: 238 patrons, 213 items checked out, 83 computer uses, 5 ILL items, 102 NH Downloadable books, Book Club-7, 6 new patrons. Library closed November 2015.

• **Proposed activities:**

Kate McCarthy, a licensed Acupuncturist is proposing a free weekly series of acupuncture at the Library. She has liability insurance. The Library accepted her donation of programing.

Ornament making for bookshelf tree;

Kathy Pravada donated note cards she makes to be sold at the Library with the proceeds going to the Friends of the Library.

Elise passed the background screening.

• **2015-16 USDA Grant:**

Panic alarm to be installed tomorrow; Lauren will be present and ask about temporary codes. Also ask if using the Book Drop will set off the motion detectors.

Gazebo ramp: Millbrook Farms estimate of \$400.00 seems to be the cheapest.

Lauren will ask if the ramp has sides. This year the Town will pay the monthly security cost. Next year that cost will need to be included in the Trustee budget.

Purchase of the laptop computer and people counter will be paid for by the Grant.

Shutters: Lauren will ask the president of the Friends for a check which she will need to order the shutters. There are 2 screens being stored in the Gould House for repair in the Spring.

The online catalogue will go online soon. A link will be put on the website.

The heat sensor in the YA room has been raised so that it responds more efficiently.

CIP Projects: none

Job Descriptions: approved for the library director and the library assistant.

Water Quality: Geri will ask Kelly Tyler for an estimate of the filter cost. Angel to see if the Plumber used by Ingram is identified in the Addition material.

Shed: Ted Ferguson and Dave Ferner are working to match the shed roof with the library

Fence: Geri will confirm with Monadnock Fence that the fence will be cedar.

New Business:

Aten Road Settlement: second installment of \$5000.00 received. \$10,000.00 has been received so far. \$4577.00 of the Settlement money will be used for the Safety Fence. \$1120.00 has been paid for the fence so far.

Meeting Space Review: Requests for meeting space have been made for use of the Davis Public Library . Discussion ensued about the need for the Library to have a policy governing use of the space, which will be under the Librarian's purview. The following were some of the issues needed to be included:

1. The main room of the Davis Library is available to local groups of 15-20 people.
2. The Library does not discriminate with regard to race, religion, sex or political beliefs.
3. Permitted Uses: Library-sponsored meetings or activities; local non-profit groups and organizations for cultural, civic and educational purposes.
4. Excluded uses: private social functions, groups soliciting funds or selling products or services, programs or gatherings that present a clear and present danger to the welfare of participants, attendees, Library staff and patrons and/or the community.
5. Programs not suitable for the Library's physical facilities or that would interfere with the Library's work such as excessive noise, safety hazard, security risk, damage to the library interior or equipment, etc. Children must have adult supervision.
6. A completed application for library meeting space use must be submitted to the Library Director or a Trustee who will determine if the proposed use is appropriate and within the Library Policy Guidelines.. The application will include a statement of indemnification and payment for any damage incurred during the use. It will also include a list of responsibilities for the proposed meeting use and that food and beverages are not permitted.
7. The key will be obtained by the responsible person from the Library Director and returned in the Drop Box after the meeting. Printed instructions for opening and closing the Library and for disarming and rearming the alarm will accompany the key.
8. Use of the Library's electronic equipment is not permitted.

To be reviewed at the next meeting: an application form, Policy for Meeting Use, and User Instructions for opening and closing the Library.

Meeting adjourned at 4:53pm

Submitted by Angel Nicoletti