

Board of Trustees 1/19/16

Meeting Date:

January 19, 2016

Davis Public Library Board of Trustees

Stoddard, NH

January 19, 2016

Draft

Call to order at 2:05 pm, with members present: Donna Hamilton – Treasurer, Lauren Rettig – Library Director, and Frankie Scofield – Secretary. Excused: Geri Bailey – Chair, and Ginger Saleski – Alternate.

Approval of prior minutes with small corrections. Under library stats: '80 patrons, not 8, and under Building Committee, 2014 – 2015 Warrents, not warrens.

Correspondence: 'Thank You' notes sent out to Jona & Ken (for painting our storage room ceiling and work), Gordy G. (for all his site work, etc.) and Don H. (for his money and ADA signage, etc.) Frankie to check to see if the FODPL sent a thank you out to the Smith's for the food they provided to our Grand Opening, otherwise, we will send a thank you.

Reports: Treasurer's report on bank balances given and report approved. The \$5,000 settlement check was deposited into our new 'Funding Account', in December 2015. A CD redemption plan was made, Donna and Frankie will meet on February 18th at 10am, to close that account and redeposit monies into our new 'Funding Account' in Keene.

Library Director: Payroll projection review, MLK Day was used as holiday, January 18th, and upcoming Memorial Day, on May 30th will be used before fiscal end of year.

Stats: Patrons=152, Items=188, and Computer Use=16, no new patrons. Guests for our Grand Opening were approx. 50.

Upcoming shared activities with Marlow Library, March 11th 'Owls' and May 13th 'Wolfs/Coyotes'.

Children's couch is being delivered tomorrow, part of the first USDA grant. Lauren will start to work on the USDA #2, when the final bill comes in for #1's items.

Building Committee: The USDA - ADA compliant signs, have come in and Angel N. of FODPL has asked Gordy G. if he could install posts (etc.) and 'Friends' will pay for his time and materials.

Addition Committee is now discontinued as our build is complete. Any other items needed can be funded from grants, donated money, our capital campaign, settlements, etc.

Capital Campaign sign: All agreed that the 'sign board' in the front of the library can come down.

Old or Unfinished business: Alarm System and second phone line: Our second line was installed today, 1-19-16. Chimney repairs progress: Repairs are now finished and insulation was installed today.

Rodent control: Bob is continuing to monitor and empty the traps. Paperwork from company reviewed as to safety to 'secondary' animals.

Settlement funds – public meeting postponed until we know how we are going to use that money.

New Business: Policy reviews 'Inclement Weather Policy revisions': We reviewed the old policy done in December 2014. We discussed the need to update and eliminate the need for additional time for our librarian. That had been added to the December 2014 policy due to the large number of snow days that she wasn't paid for. At a Board of Trustees meeting, February 16, 2015, the Trustees approved 'payment for snow days' to our librarian. Frankie will do a draft of a new, updated policy, for board approval. Also, a donation policy may need to be updated; as to 'safety and room to store' items that are donated.

Budget Creation and Holidays: We decided to do a 'Budget Only' meeting for February, on February 16th. Library and FOL, and financial reports due for our town meeting in May. We discussed, and they will be ready for review, soon. Capital Improvement Plan for the Planning Board: We discussed the letter received, and the paperwork reviewed, and our ideas for filling in these forms for the planning board. Condensation in outdoor lighting: Hamlett came and repaired. Pavers: Donna advised us that the pavers that we were thinking of using for our 'handicapped walkway' are no longer available (they break in cold weather). We still can use the thicker pavers, and give better space between each, for drainage.

New Sign Location: The new sign location is not ideal, and when the electric company came to show where the underground power line is, the sign had been installed 'very close' to that line. The new sign is beautiful, but, the owner never called Lauren to ask where we wanted the sign and why. Donna and I agreed that Lauren will call 'Keene Sign Worx', and ask if they can '**safely**' move the sign back 2-3 feet, so it's under the guy line, to please do so. If not, it will have to stay where it is.

Trustee term ending 2016: Frankie stated that her 'term' as trustee is up this year, and she is not running for re-election. Discussion on names for her replacement were discussed.

Meeting adjourned at 3:30 pm

Next Meeting date, for 'BUDGET' only: February 16, 2016

Respectfully: Frankie Scofield, Secretary.