

BOT Meeting July 21, 2015

Minutes

Meeting Date:

July 21, 2015

Meeting of the Davis Public Library

Board of Trustees

Stoddard, NH

July 21, 2015

Draft

1. **Call to order** at 2:05 pm

a. **Roll call**, approval of agenda: Trustees, members present: Geri Baily - Chair, Frankie Scofield - Secretary, Ginger Saleski - Alternate, and Lauren Rettig - Library Director. Excused, Donna Hamilton - Treasurer.

b. **Approval of minutes** of previous meeting, motion made and passed to accept.

c. **Correspondence**: None

2. **Reports**

a. **Treasurer**: Core checking balance, and savings balance on track for year. We have not yet gotten our budget from town yet for this fiscal year. Motion made to approve, accepted.

b. **Library Director**:

1) **Training/Conferences**: There will be a telephone conference for the CLiF Grant in July. The Best Small Library Winner webinar is in August.

2) **Payroll projection** review: Payroll hours are on track. Also, new payroll/hours timesheet created by Frankie and reviewed and approved by Trustees and Director. Lauren will start using, and Frankie can 'tweak' if not user friendly. Frankie will also review with Pat Putnam.

3) **Stats**: Number of patrons for month of June: 371 (up from 313 in 2014), Items used: 166, ILL - 11, NHDB - 89 for Total of 266; Computer usage: 55, and new patrons(library cards) - 12. Year to date total: 1,028

4) **Activities**: Joint effort of the *Marlow Town Library* and the *Davis Public Library* for a 'Clif' Summer Readers Event: Thursday, July 30th, 12:00 pm at Abbie Park on 12 Church St., Marlow. For children ages 0-14, picnic lunch at 12:00 pm and followed by the CLIF presentation.

Also, the kids Summer *STEEM* Club Adventure Week, the week of August 17th 4 - 5 pm. This is a Science, Engineering, Math, Technology and Environmental 'fun program' at the Davis Library. Mrs.

Marjut Turner Herzog is giving this program to local children 'free of charge' sharing her vast knowledge of forests, streams and ponds as an ecologist working for the Dept. of Energy, Environmental Protection Agency and the World Wildlife Fund in Venezuela. She is excited to offer this summer science program as part of the '*Construct Your Future*' program at our library. Trustees were discussing the 'parent to stay during program' with young children. Lauren to review policy.

5) **Grants:** Bonnie is still working on the 'Best Small Library' grant, almost done. Lauren is doing the 'book ordering' from the CLIF \$2,000 grant that we won. And on the USDA grant, she has ordered some of items on list and has gotten her credit card from town to use.

6) **Audiobook** loan service: We are waiting on our new fiscal year money before we can start this program. Lauren already has the application started.

7) **Conference Scholarship** Application: Lauren is waiting to hear back.

8) **Garden Plan:** David Lesser has generously offered to help us in the Fall, with our design, etc. Geri and Marc Bailey have gotten some bushes 'dug up and put into pots' to be transplanted into the 'garden' later in the year. Lauren has the painted bird houses and a bird bath to also use in the garden. Also, Ginger has offered some plantings from her garden.

c. **Building Committee:** Geri attended the last meeting on July 20th and gave us the update on that meeting.

1) **Contract Status:** Jim Coffey as 'Owner' has signed all contracts with Ingram.

July 21, 2015 Davis Library Board of Trustees Meeting-

2) **Site work update:** The building is now being opened up for the structure, holes for outline of new areas done, and ready for Ingram to start the framing and doing the work on the slabs.

3) **Financials** - actual and forecasted: Paul of PH Design, did admit that he made a 'design error' using the wrong code for insulation on the outside siding (Jerry Tepe's report gave the correct code for *commercial-municipal builds*, and Paul used a code for *residential*). (Question of added cost on his enhanced design never answered?) Also, question was asked regarding last paid bill for Paul's time, and he stated to committee that 'he build in time for meetings' so we shouldn't be getting another bill from him regarding meeting time.

3. **Action items/none.**

4. **Old/unfinished business:**

a. **Bonding of Trustees:** Frankie spoke with Jim Coffey and he stated that 'we are not required to be bonded'. (We are not bonded.) We are covered on the town's liability insurance, but we would not be covered if we committed an illegal act.

b. **Trusts-** Fred Nelson Research: Geri found the death record, in 1941, Concord/California, Bonnie may be able to do more research in CA.

c. **Thermometer:** We have decided on \$50,000 for wish list items, but we haven't yet painted the sign. . (Geri will check with 'Michael's' for an 'overhead tracer projector'.)

Angel has sent letter to the '*Putnam Grant*' for help with some cost of wish list items. Frankie needs to speak with (Angel)Ingram regarding the cost of 'either skim coating of all the existing ceilings, or acoustical ceiling tiles.' (Do we have room in our warrant budget?)

5. **New business:**

a. **Policy Review- donations:** Lauren will need to review with Trustees before any items are donated. I.e. safety and policy issues. Lauren will review policies with Geri.

b. **Alternate Trustee proposal:** Trustees discussed asking 'Mrs. Lesser' to join us as a alternate. All agreed to ask her.

Meeting Adjourned at 3:55 pm

Next meeting date: August 18, 2015 at 2:00 pm

Respectfully, Frankie Scofield, Secretary