

BOT Meeting November 17, 2015

Minutes



Print

Meeting Date:

November 17, 2015

Davis Public Library Board of Trustees Meeting

Stoddard, NH

November 17, 2015

draft

1. Call to Order at 2:07 pm

a. Roll call: Members present, Geri Bailey - Chair, Donna Hamilton - Treasurer, Lauren Rettig - Library Director, and Frankie Scofield - Secretary, Ginger Saleski - excused.

b. Reading of prior meeting minutes, approved as read.

c. Correspondence: 'Thank You' notes sent out to the 'Phil Hamilton's' by Frankie, and to some town's people for Capitol Campaign by Geri.

2. Reports

a. Treasurer: Donna advised us that she was not able to get beyond the 'sign on' process for the online banking for GFAFCU. She will call our contact person at the bank.

Donna read her treasurer's report, approved as read.

b. Library Director:

1. Reopening plan, Lauren has asked for volunteers to help her get final jobs done, i.e. moving boxes, books to shelving, cleaning etc., to open up this Saturday, Nov. 21st, for regular hours. We will do a 'Grand Opening' for mid-December, with a tentative date of Saturday, December 19th. Frankie to put this new information on the library page of the town website. If she is unable to do this, she will contact Jim Coffey and/or Lauren.

2. Payroll Projection: on track, with limited emergency hours left in budget, but if Lauren uses less time at Trustees meetings, she may use that extra time for her other projects. Lauren also mentioned that 'we need to purchase mice traps and/or poison, before too long, since they were a problem in the old attic.'

3. Training/Conferences, Stats, Activities, all on hold.

4. Grants: Clif has one more winter and one spring activity. Trustees approved to purchase one more 'Chrome Book' for library patron use from USDA grant. Last of grand money to be used for the gazebo in the spring, and computers.

c. Building Committee:

1. Construction work update - punch-list items. Meeting Was held and there were a couple of items that needed to be re-ordered, i.e. bathroom light switch not working as ordered. Other items all seem to be in order.

2. There may be a small amount of money left in the 2014 warrant for some landscaping, otherwise, we may have to use grant or donation monies.

3. 2015 warrant balance: We are meeting one more time with the Ingram Company on November 30th to discuss our balance or overage. Scott from Ingram is pretty certain that we came 'under budget'.

4. USDA ADA compliance: Don still will be donating our handicapped parking signs.

d. Capital Campaign:

1. Thermometer: money still coming in but thermometer is somewhat up to date.

2. Kingsbury grant not received yet, but we have been told that we are to receive soon.

3. Old/unfinished business:

a. Trusts: Fred Nelson, Bonnie not able to get information.

b. Fireplace repair: Jim Coffey still working on reviewing.

c. Closet ceiling: Still have not heard back from contractor, Lauren to call.

4. New business:

a. 2nd phone line: It was reported to us, by a alarm company representative that we do not need a second phone line. Since the phone company will not charge us unless we call them to install the second line into the building, we agreed to 'let it stand as is' at the time being.

b. Use of unanticipated settlement funds for this year: We discussed using and agreed by all, to go for the second USDA grant for paving the parking lot and handicapped ramp, and use the first installment of the settlement money, for our matching funds, for the grant. Jim Coffey would like the trustees to come to the December, Selectboard Meeting: Dec. 14th. We feel that this would also be a good time to have our town meeting for our 'unanticipated funds'. Frankie to contact the *Keene Sentinel*, to get a notice in the paper, after confirming with Jim Coffey.

c. Fireplace Winter Plan: When the chimney is repaired, the contractor stated that he would place a piece of insulation into the chimney to keep the cold out. The inside will be cleaned, and andirons and screen painted, by volunteers.

d. Amazon Smiles: We were able to speak with Lexie Currie regarding the FODPL setting up an account for this program, but, due to the volume of work involved and with the small monetary return, they will not be doing that program, at this time.

e. Policy review: Geri will meet with Lauren.

f. Fiber Optics: Geri discussed with school process, possible for library in the future.

Again, the library will be opening for patrons this Saturday, Nov. 21st, from 10 am to 2:00 pm., and the 'Grand Opening' will be tentatively scheduled for December 19th.

Meeting adjourned at 3:30 pm
Secretary

Next meeting: Dec. 15, 2015

Respectfully, Frankie Scofield,