

BOT Meeting October 20, 2015

Minutes

Meeting Date:

October 20, 2015

Davis Public Library Board of Trustees

Stoddard, NH

Meeting of October 20, 2015

Draft

1. **Call to order at 2:13 pm**

a. **Roll Call:** members present, Geri Bailey - Chair, Donna Hamilton - Treasurer, Lauren Rettig - Library Director, and Frankie Scofield - Secretary. Excused: Ginger Saleski - Alternate.

b. **Minutes of previous meeting** reviewed and accepted with small correction under 'Grants' - USDA more orders by end of (change to) 'project', not month.

c. **Correspondence:** 'Thank You' notes sent to *Duncan McDougale*, Clif Grant program, and the *Blumberg Family* for books, by Lauren, and Frankie sent a 'thank you' to 'Filtrine' for their generous donation of our drinking fountain.

2. **Reports**

a. **Treasurer:** Report made by Donna showing us in good standing for month/year. Read and accepted.

b. **Library Director:**

1. **Training/Conferences:** One Clif conference call on Wed., Oct. 28th at 9:00 am. Other activities on hold at this time.

2. **Payroll Projection Review:** Lauren is doing other projects now to get ready for the 'Grand Opening' of the new, improved library. Hours are to be monitored to keep in line with budget. Some volunteers are helping to dust, move things, etc.

3. **Stats for Sept. 2015:** Patrons = 210 (2014 = 256), Items = 99 + ILL = 20 + NHDB = 92, = Total Items = 211; Computer use = 46, and New = 4.

4. **Activities:** Hike to 'Pitcher Mt Fire Tower' rained out. 'Birds of Prey' with Marlow on 'Hold' for time being.

5. **Grants:** 'Best Small Library' has not determined winner yet. Possibly
Late December or January 2016.

c. **Building/Addition Committee:**

1. **Punch list items** - meeting postponed at this time.
2. **Change Order(s)** - carpet tiles from wall to wall, no other items.
3. **Carpet tiles funding** (old areas of library) - still working on what area they will be funded from 'USDA or Warrant'.

4. **Landscaping Plan** - Jim Coffey advised Addition Committee Chair -

Angel, that some remaining monies from last year's \$30,000 warrant could be used for some landscaping. Donna Hamilton also stated that

Phil will

seed area of 'septic' after he has completed that project.

5. **Walkway ceiling.** There is no ceiling in that area. To button up and add a ceiling, we will need to use 'donation' money and hire a carpenter to do that job. Ingram stated 'they are done with that area.' This is important to keep animals out of that area, not just for 'looks'.

6. **USDA ADA compliance:** Signage will be ADA approved. The *FODPL* have approved

the purchase and donation of the 'unisex' bathroom sign, and *Don Healy* is going to donate

the outside parking signs.

7. **Repair to existing building:** The ceiling was painted for a cost of \$1803 and the repair of the rotted floor in front of the old front door for \$384.00. These were approved for payment from the town's 'building maintenance fund' per Jim Coffey.

d. **Capital Campaign:**

1. **Thermometer** - is not updated, waiting on possible '*Kingsbury Grant*'.

2. **Progress Report** - Approximately \$15,000 donated at this time, and committee is still

seeing potential donors.

3. **Kingsbury Grant** - no update on our getting this grant, at this time.

3. **Old/Unfinished Business:**

a. **Trusts** - Fred Nelson research, Bonnie has agreed to research.

b. **Fireplace Leaking and existing damage** - Gordy G. has had a contractor Gordy Webber, look at our chimney. He gave us a 'ball-park' figure to repair of \$1,200.00 (up from original of \$800). This does not include any wall damage or mold remediation, from chimney leaks, which we also need to address.

4. **New Business:**

- a. **Fire Alarm Company call list:** Lauren, Frankie, Geri, and Donna.
- b. **Library Reopening Plan:** Not ready to name date, but we will need volunteers.
- c. **Unanticipated Funds from Settlement:** Some discussion on library usage of the money. Geri to check with contract, Town/Jim Coffey, and Terry Knowles, Assistant Director in the NH Attorney General's office. Also, our policy needs to be reviewed.
- d. **Fireplace Winter Plan:** On hold at this time.
- e. **Amazon Smiles:** FODPL did discuss this at their last meeting. More discussion/explanation needed.

Meeting Adjourned at 3:45 pm

Next meeting date: November 17, 2015 at 2:00 pm

Respectfully, Frankie Scofield, Secretary