

# Meeting Minutes of April 27, 2015

Board of Trustees of the Davis Public Library

**Meeting Date:**

April 27, 2015

Davis Public Library Board of Trustees Meeting

Stoddard, NH

April 27, 2015

Call to order: Trustees Meeting, Executive Session, at 1:30 pm, for the discussion of the Library Director's 'Performance Evaluation'.

Roll Call: Members/Trustees present, Geri Bailey - Chair, Donna Hamilton - Treasurer, and Frankie Scofield - Secretary.

The Trustees reviewed an accepted 'Performance Evaluation' form, for Lauren Rettig, our Library Director. We will present this evaluation to her at a later trustee meeting. We then agreed to go into our regular BOT meeting at 2:05 pm, with Lauren Rettig joining us.

Approval of agenda, and approval of minutes of our previous meeting, motions made and passed.

Correspondence: Lauren presented letters sent to Home Depot and Aubuchon Hardware, asking them for donations of building materials, aprons, sandpaper, etc. She sent them out to them on March 24, 2015. Items will be used for children's building project later this year.

Reports:

Treasurer:

Donna read our bank balances and we are on track for the year. Motions to approve, and passed.

Library Director:

1) Training/Conferences, none this month.

2) Payroll projection, on track.

3) Stats: Patrons: 146, Items 120, 4, 101 = total 225, computer use 45, and new patrons -2, book club 13.

4) Upcoming Activities: May 2nd at 12 pm, '**Bike Maintenance Day**', with mechanic. May 23rd at 11 am, '**Build a Bike Rake**'.

5) Annual Meeting Report, Lauren wrote up report for the Town Meeting and submitted to Jim Coffey.

6) USDA Grant Spending and ADA Rules, now in a 'Grant Binder' with final letters, etc.

Lauren added that 'she uses Monday, Tuesday, and Wednesday, 'free time' for the 'Addition'.

Additions Committee:

1) Contract Status: Contract has been reviewed by the Committee, Jim Coffey, and the town's attorney, with appropriate changes made by the Ingram Construction Corp. and will be given to Jim Coffey to sign for Town/Owner.

2) Site Work Update: Guy Wire placement in place, library signed moved out of way temporally.

3) Financials - Actual and Forecasted: Donna will talk to Pat Putnam of town, regarding the monthly report she provides to the trustees. We would like to see more 'detail' in that report.

4) Warrant Support: Warrant Article #3, is on the books for \$215,000, unless changed on the 'floor'.

Funding - Capital Improvements: We still are in the planning stage of any funding programs. We have had local businesses and citizens pledging money or time to our project.

Small Library Grant: Sept. time period.

Next Meeting Date: Monday, May 18th, 2015 at 1:30 pm.

Adjourned: 3:35 pm  
Secretary

Respectfully, Frankie Scofield,