

# Meeting Minutes of Feb. 16 , 2015

Board of Trustees of the Davis Public Library

**Meeting Date:**

February 16, 2015

Davis Public Library

Stoddard, NH

Board of Trustees Meeting

Feb. 16, 2015 1:00 pm

***draft***

1. Call to Order at approx. 1:00 pm,

a. Roll call and agenda approved.

Members present: Geri Bailey - Chair, Donna Hamilton - Treasurer, Lauren Rettig - Library Director, and Frankie Scofield - Secretary.

b. Approval of minutes of previous meeting. Donna, made motion to approve, with correction 'Fairpoint monthly charge will be \$61.99 contract for the year.' (Incorrect minutes stated **\$69.99**).

c. Lauren is sending out reminder post cards to patrons with overdue books, DVD's, etc.

2. Fund Management (Grants, Crowd Funding, Capital Improvements, Misc. Donations)

a. Discussion with Jim Coffey at 1:10 pm, re: options for managing and reporting on financial accounts. Grant money will be coming into a separate, special 'Town General Ledger Account', per Jim. He stated that any other donations can be accepted by the Trustees and put into their special savings account to be monitored. (We would have to have a town meeting if we receive a lump sum donation of \$5,000 or more, to be able to spend, but if we receive several donations adding up to \$5,000 +, we do not need a town meeting for that situation.)

b. Warrant Article for RSA 202-A:4-c,d, Status. Jim has the written material that Geri supplied him and he will be putting into the Town Report for our Town Meeting in May. This warrant will give the Trustees the right to apply for Grants. At this time, we only have the right to receive and spend, but not apply.

c. Dates for Warrant Article submission. Jim does not have the exact date, sometime in March.

d. Addition Committee Update: Paul Hemmerich suggested that since Phil Hamilton has offered to do the septic system 'at cost', it may be better to have him also do the site work. At our meeting, Donna Hamilton indicated that before Phil can determine a price-cost for the Septic System and Site Work,

he will need a (hard copy) 'Clear and readable plans of the foundation, of the new addition, with all elevations'. \*

### 3. 2015-2016 Budget Planning Session.

Lauren approached the Trustees, and asked if we would approve payroll payment for 'Snow Days'. This has been a very snowy Winter, with several days lost to 'snow days.' Donna made a motion to approve payment of 'snow days' to our Librarian, all approved, motion passed. **(Note: a post meeting update; the trustees agreed to have some training hours given, to our librarian, to make up for some of the snow day hours 'lost' this season.)**

We then moved on to review our budget items, When reviewing items, we were able to take some money from some categories and give to others, based on how much we spend and saved. Budget will be typed up and reviewed again next meeting. ***Jim Coffey will take as soon as possible.***

***\*Donna pointed out at our Trustee meeting, 'That to ensure that we are avoiding any appearance of impropriety or conflict of interest, there is no obligation to hire the same contractor as the one doing the septic work. The cost price submitted will be reviewed prior to selection of the contractor as would be done for any other work.' Geri and Frankie agreed.***

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

Respectfully, Frankie Scofield, Secretary