

Meeting Minutes of March 17 , 2015

Board of Trustees of the Davis Public Library

Meeting Date:

March 17, 2015

The Davis Public Library Board of Trustees

Stoddard, NH

Minutes of meeting March 17, 2015

Draft

1) Call to order; 2:05 pm, with members present:

a. Roll Call: Geri Bailey - Chair, Donna Hamilton - Treasurer, Lauren Rettig - Library Director, and Frankie Scofield - Secretary.

b. Minutes of previous meeting read, Geri made motion to accept, passed.

c. Correspondence; We received a 'donation' of \$2.00, with the return of a late due book. We also received a 'Thank You' card from the TCK, the Keene Community Kitchen.

2) Reports

a. Treasurer: Donna gave her report of checking and savings balances. We are on track for year to date. Update on 'Fairpoint' internet. When checking their files for our internet usage, Fairpoint found an error in our favor in their billing. They overcharged us for 2014 - present of \$138.00, which they will make up to us on our monthly billing. Also, by going to a three-year contract, and upping our speed from 7mb to 15mb, we can have that contract for \$81.81 monthly. Motion made to accept that new contract, and passed.

b. Library Director:

1) Lauren gave us information on her training/conferences schedule. The 'Small Library Conference' was very informative. Since this takes place 'sporadically', she will only go to meetings if 'local'. Her 'Webinar' conference gave her several new ideas to try out at Davis Library, i.e. 'Welcome Baskets' for new neighbors from the library was just one idea.

2) Payroll projection, On track. Proposed purchases; new printer ink cartridge needed, Trustees made motion/passed, to purchase ink cartridge. Geri will be loaning library cordless phone/answer machine. Lauren suggested a 'Audio book loan program' \$60.00 monthly charge, but she will look into any additional costs to program, i.e. postage to return, before will decide. Trustees also approved the replacement purchase of Movies/DVD 'the Game of Thrones' and 'Downton Abbey'. The Trustee also approved a 'Flower Share' program for \$125 yr. We will receive 12 bouquets a year.

3) Stats for library: Patrons - 124 (up from 85 in 2014), Items - 157, Computer usage - 38, and new patrons - 1.

4) April Activities: Saturday, April 4th at 12:00 pm, *Easter Egg Hunt*, April 12 - 18th, National Library Week, Theme: *Unlimited Possibilities @ your Library*.

Monday, April 13th 3-4:00 pm, *Draw-a-thon* (paper donated from local Newspaper). Tuesday April 14th, *Bubble Party*, Wednesday April 15th at 5:00 pm, *Poetry Reading*, April 18th, at 12pm, *Play-Dough Making*. Also, K-12, enter a *Toadstool Poetry Contest*, deadline 8pm, April 24th.

5) Safety discussed. Lauren to call #911 if safety concerns come up in future, i.e. 'threats made to her by visitors'. We will be discussing with the Town of Stoddard, regarding any other possibilities to help with this issue, i.e. 'panic button' to emergency personnel.

6) Annual Meeting reports: Lauren will get from Jim Coffey.

c. Addition Committee

1) Frankie brought members up to date on status of meetings. We are presently working with Ingram Company, Jeff and Steve, on getting prices for build to conform within our more comfortable guidelines. They are getting closer to getting us a GMP (Guaranteed Maximum Price) on the whole build.

2) The performance bond is automatically build into the cost, by NH State law, they have to have a performance bond over a certain build dollar amount, which we meet.

3) Site work, Wragg Brothers have dug and capped the well, and bill was presented to the town for payment of their cost \$5,340.00.

4) Financial - With Wragg Brothers bill, our \$30,000.00 warrant is down to approx. \$23,460.00 balance.

5) Warrant - at this time not written, but per Jim Coffey it will be Article #3.

4) Unfinished business

a. Trusts and Accounting for Annual report, wording is alright.

b. Change of signatories on CDs held at Monadnock Bank, we will revisit after our Town Meeting in May.

c. Federal Grant - Meeting next Friday the 27th, at the library at 1:30pm, , Arnie Stymest, Jim Coffey and Geri Bailey will be there for meeting with Mark of Concord on the FDA

grant.

5) New business

a. FODPL newsletter, newsletter is almost ready to go out, they were just waiting for the Warrant Article # for the library addition (#3) unless changed.

Motion made to close the regular meeting of the Board of Trustees, and go into Executive Meeting, passed, meeting adjourned at 3:30pm.

Next Meeting date: April 21, 2015 at 2:00 pm

Respectfully, Frankie Scofield, Secretary