

Library Trustees' Meeting
August 14, 2007

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Eleanor Strang, Jean Williams

Mrs. Breen called the meeting to order at 4:30 PM.

MINUTES

On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to accept as printed the minutes of the meeting of July 5, 2007.

TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$26,111.74 in the checking account; \$4,874.05 in the Marois account; and \$11,560.01 in the Certificate of Deposit, for a total of \$42,545.80. She indicated that she had received a bill for \$175.00 to renew the library's pass to the Isabella Stewart Gardner Museum. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to pay this bill from trustee funds.

The director distributed copies of the July 31, 2007 expenditure report regarding the Operating Budget, showing that 55% of the budget had been expended at that point, which was 58% into the fiscal year.

OLD BUSINESS

The first item of Old Business was the Elevator. The director reported that two companies had submitted bids to demolish the existing infrastructure and install a new hydraulic jack assembly and the other equipment needed. She distributed the bids: the bid from Embree Elevator was \$33,600, and the bid from Stanley Elevator was \$37,900. The library's elevator consultant, Elevator Consulting Associates, had examined the bids and followed up with the bidders, and saw no reason not to accept the lower bid. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously voted to award the bid for the Elevator Repair Project to Embree Elevator in the amount of \$33,600. The director indicated that Embree Elevator requires a payment of 30 percent (\$10,080) to begin the manufacturing process. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to pay this amount from trustee funds.

The trustees discussed the fact that, based on the consultant's estimate, a motion had been passed at the July 5, 2007 meeting that funds be expended from the trustees' checking account toward the elevator repair work, in an amount of \$25,000 or less. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously voted to increase the limit specified at the July 5, 2007 meeting to reflect the amount of the bid as awarded.

The director explained that there will be substantial additional costs related to the elevator, such as the waterproofing of the elevator pit, electrical work in the elevator mechanical room, and paying the consulting firm. She indicated that she has cancelled or put on hold a number of projects which had been planned and budgeted so that these additional costs will be able to be paid from the Operating Budget. The replacement of the incremental heating/cooling unit in the Quiet Study has been cancelled, and projects such as the gutter work, new vertical blinds, and the projector are on hold and are likely to be cancelled.

The second item of Old Business was the Capital Improvements Program. Mrs. Hartnett reported on the results of the presentation to the CIP Committee of the library's proposal that \$100,000 be added in each of the next four years to the Town Center Land Acquisition Trust Fund. She reported

that she had explained the reasons for the library's interest in the property adjacent to it, and that members of the committee had inquired about whether the land was dry enough and big enough to be of use. She indicated that she would ask Planning Director Ross Moldoff for the site plan regarding the development of 228 Main Street to address the concerns about the elevations in the area. The director distributed other items for a packet for the CIP Committee: letters from two Town Managers to the owner of the property next to the library, and a property map showing that the acquisition of that property would give the library, not only the use of that land itself, but also the ability to make productive use of the currently unused land between the library building and the property line. It was agreed that this packet plus the site plan to be obtained from Mr. Moldoff would be sent to the CIP Committee.

NEW BUSINESS

The first item of New Business was the Investment Policy. The director explained that new legislation has been passed in New Hampshire which requires library boards which have control of the principal of trust funds to file an investment policy with the New Hampshire Attorney General's Office. She distributed a suggested Investment Policy, based in large part on one from another public library which has been accepted by the Attorney General's Office. The policy addresses objectives, diversification, internal controls, and types of investments. After discussion, the trustees approved the policy with one revision and, on a motion by Mrs. Gilman, seconded by Mrs. Hartnett, voted unanimously to adopt the Investment Policy as amended.

The second item of New Business was the Holiday Concert. The director reported that she had contacted the conductor of the Windham Flute Ensemble, who has indicated that the group is available both December 15 and December 22. The consensus of the trustees was that December 15 is the better date, and the director will so inform the conductor.

DIRECTOR'S REPORT

The director reported that the Summer Reading Program had been very successful, with 228 children participating and 7,659 books read. She indicated that, due to patron demand, there will be a new type of story hour beginning this fall: "Baby Story Time" for children 9 months to 24 months old. She distributed bookmarks which list the events in the Kelley Library Adult Series for the fall, and bookmarks about the library's book discussion series, and bookmarks about New Hampshire's Big Read of "Fahrenheit 451" in October. She reported that the library is currently selling the magazines which are no longer needed due to online resources, and that this will free up needed space in the downstairs stacks. The assistant director reported that the total number of unexpired cards is 10,552: 8,841 adult and 1,711 juvenile.

TRUSTEE MATTERS

There were no Trustee Matters.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, August 30, 2007 at 4:30 PM at the library. On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees unanimously voted to adjourn at 5:40 PM.

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Respectfully submitted,

Eleanor Strang, Director