

LIBRARY TRUSTEES' MEETING

January 29, 2019

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Alison Baker and Natalie Ducharme present. Kathleen Norton called the meeting to order at 5:32 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees unanimously voted to accept the minutes as amended for the December 10, 2019 public meeting.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

Checking Account (Salem Coop Bank)	\$ 47,504.65
Certificate of Deposit (Salem Coop Bank)	\$ 10,910.27
Subtotal	\$58,414.92
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,587.27
Marois Bequest Account (Salem Coop Bank)	\$ 274.01
Subtotal	\$ 8,861.28
Total Trustee Funds	\$67,276.20

There were no bills

The Trustees reviewed the spreadsheet version of the Treasurer's report. The expenditure report for December was reviewed.

The Trustees discussed expenditure plans for 2019 and approved the move of museum pass purchasing to Operating, retaining a focus on furnishings, shelving, and similar.

Martin Isaks, as Treasurer, signed the annual release forms for the John Bailey Fund and the Council of Fine Arts Trust for a total of \$156.70. These trust funds are managed by the town's Trustees of the Trust Funds. These funds go to offset the Materials of Trade line.

OLD BUSINESS

The first order of Old Business was the Credit Card

Kate Norton updated the Trustees on her discussion with Town for adding Ms. Baker to the joint credit card. The Financial Director encouraged this plan and Ms. Baker just needs to submit forms.

The second order of Old Business was Succession Planning for the Director

The Trustees discussed at length, focusing on what skills and experience they are looking for in the next director. Kate Norton will share a google doc with the Trustees to which all the Trustees can have access and add any further ideas.

LIBRARY TRUSTEES' MEETING

January 29, 2019

The Trustees also discussed the idea of hiring a consultant. Deb Hoadley is a local librarian that does this, and Kate Norton suggested the Trustees at least meet with her to explore the idea. The Trustees agreed, and Kate Norton will try to have her attend the next Trustee meeting.

The Third order of Old Business was the Upcoming Election of a Trustee
Martin Isaks reported that he had signed up for reelection.

The Fourth order of Old Business was the Annual Report
The Trustees looked over the four part annual report. The report had already been submitted to meet the deadline for inclusion in the annual Town Report.

NEW BUSINESS

The first order of New Business was the Annual Project – Policy Review/Clean-up

Ms. Baker said that she is in the process of updating the Trustee Manual and part of that will be retiring old, no longer relevant policies. On the recommendation of Dianne Hathaway, Director of Goffstown Public Library, the Trustees will be voting to officially retire these policies. Ms. Baker expects the project to last nearly the whole year, spreading out the workload.

The second order of New Business was the Electric Power Situation

Ms. Baker provided a brief overview of the situation over the past 4+ days. The power had been returned via the rental of a generator. Liberty Utilities has coordinated with the Town and the library's electrical contractor and a plan for installing a new pole, service, and electrical boxes has been formulated and will hopefully be complete within 2 weeks. She also reported that the elevator now needed extensive/expensive repairs due to the outage creating an additional and unanticipated 2019 expenditure.

The Trustees discussed at great length how best to pay for the whole project. Costs for the electrician have not been received as yet, and Ms. Baker estimated at least \$30,000 for the whole project. Trustees debated trying to work within the existing 2019 budget and moving to reopen the budget at the First Deliberative Session. With the overriding concern that they would not be able to meet any other large crisis, the Trustees decided to reopen the budget. On a motion by Cindy Jury, seconded by Martin Isaks, the board voted unanimously to open the 2019 Operating Budget at Deliberative Session on 2/2/19, requesting the total amount needed to mitigate the costs of the emergency electrical project.

The Trustees thanked Ms. Baker for handling the emergency and the solutions. Ms. Baker said that the credit really went to Chris Colella, Facilities Manager, whose experience and connections in the community ensured that the process moved along flawlessly. The Trustees added their thanks to Mr. Colella.

DIRECTOR'S REPORT

The Trustees reviewed the printed report.

TRUSTEE MATTERS

There were no Trustee Matters

LIBRARY TRUSTEES' MEETING
January 29, 2019

PUBLIC MATTERS

There were no Public Matters

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for February 11th at 5:30 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 6:58 PM.