

LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES

DRAFT: MEETING MINUTES
May 10, 2017

TRUSTEES IN ATTENDANCE: Janie Fillion (vice-chair), Mary Swinyer (treasurer), Barbara Enderson, Judy JonesGirouard, Joe Evans, Kim De Lutis (recorder) **EXCUSED:** Sara MacIver (chair), Judith Dean **STAFF:** Meagan Carr, Director **GUEST:** Mike Welch, NCIC.org

CALL TO ORDER Vice-chair Jani Fillion at 7:00pm.

GUEST:

Mike Welch discussed estimate for feasibility study \$16,700, not including hazardous materials, air-quality issues or geo-technical engineering, so it could be \$20k.

Next step was to try to find funding: **the Community Development Finance Association (CDFA)** has a planning grant program up to \$12k to support feasibility studies. Next application is due end of October.

NH Land and Community Heritage Investment Program is a possibility for next year. **Lowe's** has a Community investment Grant and Meagan has already applied for this grant up to \$200k. Home Depot and Wal-Mart may have similar programs. Mike suggested we look at those grants, although Meagan mentioned they are for building grants rather than feasibility studies. Meagan contacted **Energy Conservation Committee** and they have small energy grants available through EverSource for sustainable initiatives. Monies would come in 2018.

ACTION: Meagan to contact CDFA now because it's complex and all online. Attend the required workshop, get certified, to understand the regulations. Mike will send information to Meagan. Mike will help with research or support if needed. Mike will continue to seek other sources of funding.

COMMITTEE REPORTS:

The decision was made to pay Martha PTO and vacation time.

ACTION: Personnel committee will revisit the payout policy.

Meagan read a card from Steffaney stating that Angie purchased a book "Do Not Bring Your Dragon to the Library" for the Children's Room honor the accomplishments of the winter 2016-17 board of trustees.

DIRECTOR'S REPORT: Income to date: \$151,616.96

Report attached.

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Summer Reading Program

ACTION: Mary will ask Santa's Village for tickets for the Summer Reading program.

Adult Reading Program still being designed.

ACTION: Kim will ask Garnet Hill for donations for the Adult Reading program for mid-June.

June 7 guest lecturer, Erika Monahan, will speak on the history of Russian Trade.

ACTION: Kim to provide WLTV and Channel 2 contacts to Meagan.

Saturday, June 3 at 2pm will be the tea for Margaret Gale.

ACTION: Meagan to ask the Friends for help.

NEW BUSINESS:

Kevin presented the financial report. There was a \$500 withdrawal from the Collins account.

ACTION: Meagan to look into what it was for.

Discussion about the Heald Principal Account. We should be generating more income from the funds, and protect the principal. The money hasn't been touched for 6 years, it's time to grow the funds.

ACTION: Investment Committee will meet with Ken Kinder of Stifel Nicholas with options on how to grow the money in the Heald Principal Account, and present to the board.

NON-PUBLIC:

MSV – To enter into non-public session per RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

Roll call vote to enter nonpublic session:

Jani Fillion	Y
Kevin Hastings	Y
Meagan Carr	Y
Barbara Enderson	Y
Mary Swinyer	Y
Judy JonesGirouard	Y
Joe Evans	Y
Kim De Lutis	Y

Motion: PASSED

Entered nonpublic session at 8:45 pm.

MSV – to leave nonpublic session and return to public session –

Judy/Barbara – (7-0) – MOTION APPROVED

MSV = Motion, Seconded, Vote

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Public session reconvened at 8:51 pm.

OTHER BUSINESS

Meagan would like to institute a Library Pass Program for museums.
MSV – For Meagan to use funds from the Memorial Fund up to \$300, designated to use at the discretion of the director, to give patrons passes to museums on the list– Jani/Barbara– (7-0) – MOTION APPROVED

Wat is the role of the Friends for the book sale? Location confirmed to be at the Senior Center the weekend of the Art Show.

ACTION: Meagan to ask the Friends to continue with sorting/transfer; help with set-up; and helping the day of the sale. Staff will confirm location; reach out to Town for transport; ask for volunteers the day before and day of for set-up and takedown.

Kevin suggested we move the money from the Memorial Fund to a savings account. The remainder will be Town appropriation money. It will be easier to track donations to the library this way.

ACTION: Meagan to pull the totals for Mary who will open a savings account.

MSV –Mary will open a savings account and transfer the monies from the Memorial Fund. – Jani/Kevin– (7-0) – MOTION APPROVED

Motion to adjourn at 9:15pm.

NEXT MEETING Wednesday May 31, 7pm, library.

Respectfully submitted,
Kim De Lutis, secretary 5.10.17