

**LITTLETON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**MEETING MINUTES  
February 28, 2018**

**IN ATTENDANCE:** Jani Fillion (vice-chair), Mary Swinyer (treasurer), Judith Dean, Kim De Lutis (secretary), Barbara Enderson, Joe Evans, Kevin Hastings, Judy Jones Girouard, Meagan Carr (director)  
**Excused:** Sara MacIver (chair)  
**GUEST:** Dawn Hatch

**CALL TO ORDER** Jani Fillion (vice-chair), at 7:00pm

**MSV –To approve minutes from 1.31.18 – Joe/Judith (8-0) – MOTION APPROVED**

The board announced this meeting as the last for trustee Barbara Enderson. Barbara has served three constructive years on the board and played a definitive role in helping the library achieve its current success. Through new hires, new policies, and rigorous housekeeping, Barbara is congratulated for a job extremely well done. We will miss her almost as much as the chocolates, cookies, and whoopee pies she so thoughtfully brought to every meeting. All the best, Barbara, and thank you for your service to the Littleton Public Library and the Town of Littleton!

**GIFT DONATIONS:**

Our appreciation goes to:  
\$50 for non-fiction the from Friday Club, a book club

**OLD BUSINESS:**

**ACTION:** Meagan to ask input from the staff about use of the McClure Room.

**ACTION:** Program Committee to set up a meeting to discuss having a policy about loaning the McClure Room.

**ACTION:** Building Committee to assess RWN's proposal and come up with a plan for the drainage issue (handed out at meeting).

Total cost estimate: \$3,150

Joe suggested waiting to talk with the Town again to see if they want to discuss the exterior, if they can divert the water away from the building. Presently, the water comes through, but we collect it and pump it away. IF the Town says yes, there is no reason to spend the monies from our funds.

Judy said that since 1906, the property the library sits on has been owned and maintained by the Town. When they didn't have enough land, two people donated 10 ft of land; the

MSV = Motion, Seconded, Vote

**ACTION:** Completed **ACTION:** To do

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area Porfido's uses for parking is shared by the library. The Town takes care of the outside, the library the inside. The steps and railing outside technically should be repaired by the Town.

Kevin suggested going through town reports to see what the Town appropriated/voted on in the past. Jani said the building was a gift to the Town for the purpose of running the library. The Board is responsible for how it's run and what lies within its walls, but the Town is responsible for the outside. Kevin recommended that we find something in print to confirm this. Jani said there are specific regulations: If a Town offers to operate a library, there are governing RSAs. Kevin said that researcher Joan Noyes may volunteer to go through the Town Reports.

**ACTION:** Kevin to ask Joan Noyes if she would be willing to help collect this information.

Shout out to Public Works for carving a path for our staff to cut through the new third parking lot on Clay Street that Andrew was so helpful in securing.

**ACTION:** Meagan to get a formal quote from Beautiful Visions for the floor in the 800 Room.

**DIRECTOR'S REPORT:** Attached.

Discussion about Memorial Funds. Meagan said that going forward, we will have no problem with bequests to be specifically allocated. However, many from the previous administration have restrictions that have still not been spent. The concern is how these monies should be spent, when their restrictions are from the 1990s and the contacts are no longer able to be asked. Can we remove these restrictions legally?

**New Business**

MSV –To approve accept the monies from NH Humanities To Go – Jani/Judith (8-0) –  
MOTION APPROVED

MSV –To spend \$700 for a new computer as recommended by the director – Barbara/Joe (8-0) – MOTION APPROVED

MSV –To purchase the Cloud storage device with a 4-year warranty up to \$1,000 from the Heald Fund with installation by Mosedale Integrated Solutions as recommended by the director – Barbara/Joe (8-0) – MOTION APPROVED

The monitor in the library is not working and Meagan is wondering if that means the cameras are not working as well.

**ACTION:** Kim to contact Chad Fillion to see if he can set up a replacement monitor if Kevin's television proves that the cameras are still working.

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**ACTION:** Completed    **ACTION:** To do

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Judy asked what property liability insurance covers. It covers the people inside the building. The Town policy lists The Town of Littleton, Littleton Public Library as the name insured.

Jani said that in March we will be welcoming a new trustee. Sarah MacIver (chair), Mary Swinyer (treasurer), Dawn Hatch, and Jerry Lesage are on the ballot for two positions (one treasurer, one trustee)

Kevin went over the Financial Account Balances for the Bank of NH for Dec. 31 2017 and Feb. 28 2018. Meagan noted the 'fines' account is not just for the purchase of books, it is much broader per the RSA.

Mary asked Kevin why he would go through the bank instead of Meagan to get the balances since Meagan's are more up to date. Kevin said he wanted to go directly to the source because there is less chance for human error. Mary was fine with that.

The first page establishes what the library has at the beginning of the year. The second page establishes what we have today, with fluctuations since the beginning of the year. Meagan pointed out that the trust funds are built into the budget. They are listed as offsets to the Town Appropriation, money that is planned to be used. Kevin pointed out that going forward, we will be spending that money, because that is what is intended.

Getting back to the discussion on restricted funds, Kevin said that going to the Trustees of the Trust Fund to release restricted funds would make sense. If we need technology upgrades or books, we should use the money that we have on hand instead of having to ask the Town to pay for these. Joe asked how to navigate around the restricted funds. Kevin said we have to allocate a specific purpose to the fund. We would send a letter delineating a specific project, asking if the donor would allow us to spend their donation on the proposed list in lieu of their initial request. Our task would be to identify the funds that we want to target. Jani mentioned heating, air conditioning, and tech upgrades as these are all necessities. Kevin suggested listing the project first, and then searching for the Memorial Fund that would best represent it.

**ACTION:** Meagan to send a spreadsheet of Memorial Funds to the Board.

**ACTION:** Meagan to confirm each account number on Kevin's two spreadsheets.

Motion to adjourn at 9:07 pm.

**NEXT MEETING Wednesday March 28, 7pm, library.**

Respectfully submitted, Kim De Lutis, secretary 3.1.18

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**ACTION:** Completed **ACTION:** To do