

LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES

MEETING MINUTES
March 28, 2018

IN ATTENDANCE: Sara MacIver (chair), Jani Fillion (vice-chair), Mary Swinyer (treasurer), Kim De Lutis (secretary), Kevin Hastings, Dawn Hatch (welcome!), Judy Jones Girouard, Meagan Carr (director)

EXCUSED: Judith Dean, Joe Evans

CALL TO ORDER Sara MacIver (chair), at 7:01pm.

MSV –To approve minutes from 2.28.18 – Judy/Sara (7-0) – MOTION APPROVED

Gift Donation

\$275 KBA Grant to offset costs of summer reading presenter. Chair was asked to approve with signature. Meagan applied for this grant; the cost is normally \$400, so this covers a substantial portion of the program.

Board Positions

Nominate Jani Fillion: Chair

Nominate Judy Jones Girouard: Vice-Chair

Nominate: Kim De Lutis: Secretary

Nominate Mary Swinyer: Treasurer

Committee selection

Operating Funds and Budget: Mary, Kevin, Jani

Investments and Restricted Funds: Mary, Kevin, Joe

Physical Plant and Life Safety: Kevin, Joe, Dawn, Judith

Mission Statement and Marketing: Sara, Kim, Dawn

Programs and Materials: Mary, Kim, Joe

Historical Preservation: Sara, Jani, Judith

Staff and Volunteers: Jani, Judy, Dawn

Fundraising and Friends: Sara, Kim, Kevin, Dawn

OLD BUSINESS:

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

Discussion about wording, edits made.

MSV – To table the acceptance of the policy – Kevin/Judy (2-5) – MOTION DENIED

MSV – To accept the policy as amended – Kevin/Mary(5-2) – MOTION APPROVED

ACTION: Kevin to ask Joan Noyes if she would be willing to help collect and digitize past Town Report information.

Kevin said that to create digital versions is not an option for Joan for technological reasons. Meagan had let Kevin know that the library at UNH had copies of our Town reports. Kevin downloaded them and batched them digitally in 10-year increments up to

ACTION: Completed **ACTION:** To do

**LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES**

the year 2000. Kevin contacted Dick Alberini to pull two years that were missing, as well as copies from the mid-1800s. Kevin will upload more if we approve the funds.

MSV –To approve funds from the Historical Preservation Fund/Heald Fund up to \$2,500 to digitize all of the Town Reports that are not currently digitized – Kevin/Kim (7-0) –
MOTION APPROVED

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

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.
Tabled.

DIRECTOR’S REPORT: Attached.

Meagan recommended the NH Register of Historic Places rather than the National.

MSV –To approve moving forward with the application to NH Register of Historic Places – Kevin/Sara (7-0) – MOTION APPROVED

ACTION: Meagan to email the template she created for staff evaluation/review to the committee.

NEW BUSINESS:

MSV –To approve the director’s evaluation/review as submitted by the committee in a non-public session 3.28.18 and that the minutes be sealed – Kevin/Judy (7-0) – MOTION APPROVED

Right to Know Law Updates

Kevin attended a presentation at LRH. There are new rules coming up that are being worked through Congress. There will eventually be some formal training in the future for this. In the meantime, to keep us in the know:

HB 460

If body wants to proceed improperly and a board member doesn’t agree, that board member can now object and it must be included in the minutes to protect them in the event of future repercussions.

HB170

If body maintains a website, they must post approved minutes on the site or post the location where they can be viewed. The same applies to meeting notices; post or list where it is posted.

ACTION: Completed **ACTION:** To do

**LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES**

HB 1347 Meeting minutes (not law yet).

Minutes should be posted within 72 hours. Since we don't have approved minutes until the next month, the secretary will send draft to chair and vice-chair only; they will review it, and send corrections back to secretary. Secretary will then send DRAFT with revisions to director, who will post it on the website and make a copy for the library.

Note to secretary: Even special committee meeting notices should be sent to the Town for public notice.

Mission and Vision Statements

MSV –To table the acceptance of the mission and vision until the staff has approved them – Judy/Mary (7-0) – MOTION APPROVED

Credit Card purchasing

Meagan mentioned that some supplies could only be purchased with a credit card. Judy mentioned that Meagan is allowed to have a petty cash fund. Mary mentioned that setting her up with a credit card would be the best option because the statement can be easily reviewed. Meagan presented the Town's credit card policy from Karen Noyes. Judy mentioned that W.B. Mason may be an economical resource since the Town purchases with them. Jani voiced, and the board agreed that a credit card should be available to Meagan.

MSV –To approve a credit card for Meagan – Jani/Sara (7-0) – MOTION APPROVED

Judy would like to invite the Bank of NH to speak with us about our investment portfolio. Sara and Mary mentioned they are happy with Ken Kinder (since 2010). Mary said we had many presentations before choosing him. Jani said it never hurts to get a second opinion.

MSV – To invite the Bank of NH for a special meeting at 6:00pm prior to the next meeting 5.2.18 – Judy/Kevin (7-0) – MOTION APPROVED

ACTION: Judy to let Meagan know if 5.2 at 6:00pm is confirmed, and the length of time for the presentation.

Jani mentioned the following optional NHLTA meetings:

April 21: Regional meeting for trustees at 10am at the Holderness Library.

RSVP to Carol Snelling at c.snelling@NHLTA.org

May 14: Spring 2018 LTA Conference

Motion to adjourn at 9:10 pm.

NEXT MEETING Wednesday May 5, 7pm, library.

Respectfully submitted, Kim De Lutis, secretary 3.28.18

ACTION: Completed **ACTION:** To do