

**LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES**

**MEETING MINUTES
May 30, 2018**

IN ATTENDANCE: Jani Fillion (chair), Judy JonesGirouard (vice-chair), Mary Swinyer (treasurer), Kim De Lutis (secretary), Judith Dean, Kevin Hastings, Dawn Hatch, Sara MacIver, Kathy Ross, Meagan Carr (director)

CALL TO ORDER Jani Fillion (chair), at 7:00pm.

The board officially welcomed Kathy Ross who will complete Joe Evan's term.

Discussion ensued about how to review the minutes. For the past two meetings, the secretary has been sending draft minutes only to the chair and vice-chair who review it for errors. The draft is then placed in the binder at the library and uploaded to the library website for public viewing. The draft is required to be made public, and is then approved as final at the following meeting. The board felt it was easier for them to read the minutes when sent by email, instead of reading them online. The board agreed that after Fillion and JonesGirouard review the draft, De Lutis will send the minutes to the board by email, with no discussion until the next meeting.

MSV –To table approval of minutes from 5.2.18 meeting until the next meeting – De Lutis/JonesGirouard (9-0) – MOTION APPROVED

Gifts: Donated prizes for summer reading program: \$25 from Janice Francis. Thank you!

Swinyer asked about why Santa's Village hasn't donated, Carr said they give every other year.

Jade Monahan-Walker got in touch with Fillion about Bishop's Ice Cream donating to the summer program.

COMMITTEE REPORTS

BUILDING IMPROVEMENTS COMMITTEE

Dean, Hatch, and Carr met on Thursday, May 17 at 9am in the library. See Hatch's notes attached and Director's Report.

Carr met with Chief Mercieri who helped her draft a proper RFP. He thought the cost would be closer to \$4–6,000, not AlarmCo's \$3,700. We are awaiting quotes from three other companies.

Masonry quote (attached) from Nelson Enterprises. In the past 10 years, no one remembers anyone having fixed the steps. Amos recommended Nelson Enterprises. Carr said we have the funds to get the steps repaired. JonesGirouard suggested taking this to Town Manager Andrew Dorsett since it is the outside of the building. Carr said the RSAs

ACTION: Completed **ACTION:** To do

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have us responsible for the entire property. It's a Town-owned building, but the board is responsible for the maintenance inside and out. Carr talked to Karen Noyes who said the outside of the building would be a Capital request through a warrant article.

Hatch read RSA 202 A:6: the library trustees shall have the entire custody and management of the public library and of all the property of the Town relating thereto. Discussion about whether it's the board's responsibility or the Town's. Discussion about whether we should even ask the Town. Carr said that it's good to show that we've made progress from our own funds. Fillion agreed that it's not good to ask the Town for funds when we have our own funds that haven't been utilized.

The building committee recommended choosing Nelson's permanent solution.

MSV – To move ahead with a permanent solution for \$4,500 as quoted by Nelson's Enterprises 5/7/2018 – Hastings/Maclver (9-0) – MOTION APPROVED

ACTION: Carr to contact Andrew Dorsett and ask whether this is something the Town would fund, if not take from the library's building maintenance fund.

Carr had a CIP meeting with Andrew who suggested adding a solar addition since we haven't had a building project in a long time. Carr will add it to the list of capital improvements.

Maclver is now a member of the Building Committee, replacing Joe Evans.

PERSONNEL COMMITTEE

Hatch, JonesGirouard, Fillion met to discuss impending staff changes. Zoe Aaronson submitted her notice. Marchetti will replace her in September. Marchetti is already covered under our insurance, however with the recent policy change to insurance coverage, a PT position would not be entitled to health insurance should Marchetti decide to return to a PT position. The new posting would be for Marchetti's current position of 20 hours/week as the Inter-library loan specialist at \$13/hour with vacation/paid holidays, no health insurance. Volunteer, Katherine Wert, has offered to help fill in for the summer. Carr asked if we could offer Wert a paid summer internship for 20 hours/week at \$10/hour. Her background check is in progress.

MSV – To approve Angie Marchetti's hire as Librarian II; to post the position for Inter-library loan 20 hours/week \$13/hour; to offer a paid summer internship to Katherine Wert at 20 hours/week \$10/hour. – Dean/Hastings (9-0) – MOTION APPROVED

ACTION: Completed **ACTION:** To do

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Taylor has tendered her resignation as custodian 10 hours/week at \$13/hour, she worked from 8:30-10:30pm nightly. Carr would like the person to be here while others are present for safety reasons. Discussion about hiring a cleaning service, but Carr suggested it should be a staff person.

MSV – To accept Carr’s recommendation to post the custodial position – Hastings/Hatch (9-0) – MOTION APPROVED

JonesGirouard discussed that there have been comments about attire at the library. Our current wording is vague, so the committee added a “what not to wear” section.

MSV – To accept changes to the attire section of the policy – Dean/Hastings (9-0) – MOTION APPROVED

Director’s Report: Attached.

ACTION: De Lutis to look into getting a turntable and let Mary Bingman know.

Discussion about air conditioning. Carr asked for help from someone to install one in the Children’s Room. Fillion’s husband will volunteer, and De Lutis offered her husband.

The monitor that Chad Fillion recommended came in the mail and Carr will set them up. Chad was a huge help and a great resource to the library. Thank you, Chad!

The back bottom door by the boiler room doesn’t lock. Something is wrong with the mechanism. Carr will ask Amos or we will need a locksmith.

NEW BUSINESS

Bob Labonte bequeath: We received notice that the family is ready to disperse the funds. The board is required to hold a public hearing to accept the \$10,000 in unrestricted funds. It must be advertised in a newspaper at least 7 days prior to the meeting.

ACTION: Carr to contact the Courier.

Investment proposal by Bank of NH: Fillion was looking at the differences in the rates. Discussion about the May 2 meeting with the Bank of NH and the reason we decided to have it. De Lutis said we agreed to hear what they could do for us in terms of their fees. Swinyer had concerns that our investments were shared with the Bank prior to the meeting. JonesGirouard assured she would never do that, and Hastings pointed out that all our financial records are public domain so that shouldn’t be a concern. MacIver mentioned she was happy with Kinder at Stifel and Swinyer agreed. Fillion said that the lower Bank of NH rates would equate to \$1,500 of income for the library annually. Bank of NH is salaried and doesn’t profit on investments, but Hastings believes the advantage of Stifel’s model is they are motivated to make the most income for the library. Hastings said he would like to stay with Kinder and take the \$80k in the cash account that isn’t earning,

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and invest it with the Bank of NH CDs. JonesGirouard said it's beneficial to have presentations like this in order to make us aware of what we can do to make the most of our investments.

MSV – To remain with Kinder and not make any changes to our investments at this time – MacIver/Hastings (7-0) (2 abstentions) – MOTION APPROVED

The board agreed to have the investment committee research rates, fees, and the requirements for CDs that will maximize our rate of return on \$80k. The board agreed we need to stay local and stick with one bank with the best offer.

ACTION: Hastings to research the rates/fees and bring back to the board.

MSV – To move money into ladder CDs to be determined at a later date – Hastings/De Lutis (9-0) – MOTION APPROVED

Ross agreed to replace Joe Evans on the Programs and Materials Committee, and Fillion stepped in on the Investments Committee.

Spring Conference recap: Fillion and Hatch attended. Fillion shared what they learned about The Right to Know Law and shared the laws with the board. Circulation of draft documents was one, validating our concerns that the board not REPLY ALL by email with discussion about minutes. Last names should be used in minutes.

Hastings asked if we are supposed to vote to accept gifts that are donated. Fillion confirmed that only if it's over \$5,000, and Carr said they had to be listed in the agenda and minutes.

Motion to adjourn at 9:25 pm.

NEXT MEETING Wednesday June 27, 7pm, library.

Respectfully submitted, Kim De Lutis, secretary 5.31.18

ACTION: Completed **ACTION:** To do