

**LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES**

MONTHLY TRUSTEE MEETING MINUTES
September 26, 2018

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

CALL TO ORDER: Jani Fillion (chair), at 7:10 PM.

Big welcome to Barbara Enderson from an appreciative board after her approval by the Board of Selectmen.

MSV –To approve minutes from 8.29.18 after proposed amendments by Swinyer – JonesGirouard/Enderson (8-0) – MOTION APPROVED

Director Carr announced gift donations. Our appreciation goes to:
Nancy Plante for purchase of an audiobook - \$22
NH Down-loadable Books by the Friends of the Library

Kudos relayed to Director Carr regarding comments made to members of the board regarding the speed in which thank you's for library gifts are sent.

OLD BUSINESS

Hastings still trying to make contact with Wilco regarding front walk stair railing. Discussion ensued regarding installing thicker railings and whether or not there is a need for additional posts. Railings are not safety code compliant which will impact all of the current posts. Hastings suggested that St. Rose church be offered up as an example of what the library is looking for. Enderson/ JoneGirouard suggested that JoneGirouard's retired brother, Jerry Girouard, who does metal work and welding, be considered since there seems to an issue trying to make contact with Wilco. Swinyer/Fillion suggested that there be a time limit set to get response from Wilco before considering other vendors, end of the week was the suggestion. MacIver suggested that we reach out to Dan Brodien with the High School for clean up and sand blasting.

MSV –To provide the same railing requirements/details to both Wilco and Jerry Girouard to see what they offer for cost and a time table to complete work with the Physical Plant and Life Safety Committee to make the final determination – Enderson/Dean (8-0) – MOTION APPROVE

ACTION: Completed **ACTION:** To do

**LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES**

Peter Cooper of the Energy Conservation Committee followed up with Director Carr; he personally does not have the knowledge to do a full building assessment, but he would be happy to steer library to someone that could.

Action: Table further discussions on building upgrade/repairs until Director Carr is able to get an assessment.

Physical Plant and Life Safety Committee Meeting Review:

Dean informed board that the Building Committee is creating a building maintenance schedule which will include among many things, staff training.

Regarding the insulation of the steam pipes and the disparity in professional opinions, Hastings reached out to Yeaton for their records regarding their past assessments, still waiting for a response.

Dean brought up whether or not the painting restorations included the frames. According to Director Carr, it does not.

Action: Suggestion made that the Historical Committee meet with Neil Vetteson to do another review of art work.

Finance Committee Review:

Finance Committee met again with Ken Kinder of Stifel to discuss specific investment recommendations. Committee selected the growth option for maximum growth of \$25000.00 of unrestricted funds to be invested, \$20000.00 to be transferred to the Vanguard Money Market at 1.96%, and three CD s of \$6000.00 each tiered at 3, 6, and 9 months.

\$20000.00 was invested in CD s at Bank of NH at 2.20%.

Finance Committee made the decision that going forward, there would be annual reviews with Ken Kinder including the full board in April after the new board members are seated.

Budget Committee Review:

After a review of the proposed 2019 budget brought forward by Director Carr, Budget Committee felt budget was in order with a minor change to line 291 - Vacation, Sick, with a decrease from \$400 to \$100.

MSV –To move to nonpublic session to discuss compensation of library staff per RSA 91-A:3, II @ 8:20 PM – Dean/Enderson (8-0) – All Board members polled, MOTION APPROVED

MSV –To return to public session to continue Budget Committee discussion @ 8:41 PM – Hastings/Dean (8-0) – All Board members polled, MOTION APPROVED

ACTION: Completed **ACTION:** To do

**LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES**

MSV –To seal minutes indefinitely per RSA 91-A:3, III @ 8:41 PM – Hastings/Dean (8-0) –
All Board members polled, MOTION APPROVED

Proposed budget does include a salary increase with 1.5 % over last year’s budget.

Itemized list was very much appreciated by the select board.

Director Carr proposed that the library look into purchasing a digital security system that the Police could access online, the Equipment purchase line of \$2000.00 could absorb this cost. By chance, Director Carr learned that there is a working outdoor buzzer as there was discussion on buying a new wireless option. Will go with older system for now.

Reminded board that the line item figures for insurance and retirement are not definite as the whole budget process is still a work in progress.

MSV –That board accept the proposed budget as presented by the Budget Committee –
Hastings/Enderson (8-0) – MOTION APPROVED

Director’s Report Review: Attached

Director Carr has been able to locate past records of payment to George Stroup Chimney Sweep service regarding library chimney cleaning and inspection.

Action: Director Carr will follow up with George Stroup Chimney Sweep service to set up a cleaning program for future reference and schedule will be added to the library building maintenance guide.

Director Carr is still working through the staff annual reviews, has the situation where most or all of the staff was hired in the same month.

Board acknowledges how well the staff works together under the reins of Director Carr and how much it is appreciated.

NEW BUSINESS

Dean opened discussion on the possibility of a library Christmas float, board decided to table discussion for now as it would require lots of logistics, including how to provide transportation.

Maclver brought to board the topic of renewing the library fund raising letter after a discussion with a concerned citizen wondering why one has not been sent out lately. Discussion ensued. Board agreed it was a good idea and suggested that it get out as soon as possible to make best use of the upcoming donation season. Suggestion was made that perhaps library could use an address list from the Friends of the Library. It was also suggested perhaps that instead of using a supportive library patron that the letter come from either the board director or the board as a whole.

ACTION: Completed **ACTION:** To do

LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES

Director Carr suggested that perhaps Christine who has had fund raising experience in the past take a stab at it as she has a talent for it and would most likely appreciate the challenge.

Action: Director Carr will present Christine's efforts to the board for review.

Motion to adjourn at 9:15 PM.

Next Physical Plant and Life Safety Committee Meeting - Oct 11th, 9:00 AM

Respectfully submitted, Dawn Hatch for Kim De Lutis, secretary in absentia 10.1.18

ACTION: Completed **ACTION:** To do