

MONTHLY TRUSTEE MEETING MINUTES March 27, 2019

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

Excused: Judith Dean

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

The Board welcomed our new trustee, Bryan Koplow! Cookies were presented by Carr ;)

MSV –To approve minutes from 2.27.19 with one typo correction — Maclver/Hatch (8-0) –
MOTION APPROVED

Nomination of officers: Board Positions

Re-elect Jani Fillion: Chair

Re-elect Judy Jones Girouard: Vice-Chair

Re-elect Mary Swinyer: Treasurer

Re-elect Kim De Lutis: Secretary

Slate of Officers are the same as last year. Fillion asked if there were any objections and if anyone would like to nominate themselves for a position.

MSV – For nominations to cease and the Board nominate one entire slate of officers.
Hastings/Hatch (8-0) MOTION APPROVED

OLD BUSINESS

Fillion asked Hastings if the Policy Manual had been updated. It is still an ACTION item.

ACTION: Hastings will update three items: The Personnel Policy update to the dress code; the Policies & Procedures update for DVD loans and no fines for overdue books.

Frame Restoration: Carr met with Neil Vanelstyne of Lyman. He provided a proposal/cost estimate of \$750 for first item selected, and will handle small stabilization and repair of items in NH Room. Carr said this is a good estimate. Koplow asked if the paintings were owned by the library or the town; Carr and Fillion said they are owned by the library. He asked how the money is invested; Carr presented Koplow with the library's portfolio with Stifel. Fillion added that the value of the artwork is considerable. Koplow asked if they are insured; Fillion said yes. JonesGirouard added there is an appraisal on file. Fillion said we should update the appraisal once Neil restores all the paintings. Hastings added that Stifel has redirected our investments so that we are generating more income.

MSV –To accept Neil's estimate of \$750 to be taken from the Art Fund — Hastings/Hatch (9-0) –
MOTION APPROVED

Finance Report: The Finance Committee met with Ken Kinder of Stifel. Rather than invest the fund for longer, the committee decided that leaving it in the Money Market fund at 2.159% was prudent.

Discussion about meeting for April, since there are 5 weeks in May.

MSV – To move the April meeting to May 1 — Hastings/De Lutis (8-0) – MOTION APPROVED

Donations

Priscilla Crowley made a donation of \$100. The Board thanks her, and Carr will send a thank-you. Koplow asked if this donation goes to the Friends or the library; Carr said the library.

MONTHLY TRUSTEE MEETING MINUTES March 27, 2019

Director's Report: See Attached

Added points of discussion

Carr said it's been a busy month! The parents from Story Time presented Angie with a get-well gift during Tuesday's Toddler Tales. **ACTION:** Carr to ask Angie for approval to post a photo to Facebook.

Meeting the architects in April may take longer as they are trying to track down information required for the grant — namely, plans for the rear entry construction and lift installation. Discussion about how to track down the information. Hastings found the minutes and said Clinton Clough was the architect. Val Poulson was a trustee at the time, and it was partially funded by a grant from the NH Libraries. The year was 1997. Information is in the Town Report ending fiscal year of 1997, page 87.

Digitized Town Reports and newspaper articles can be accessed on-site at the library, however not online for copyright reasons.

Carr said she will send a thank-you to John and Roger for installing the railing. The Board mentioned how great it looks. Burt Guilbault, the custodian, will check the railing to see if it needs adjustments.

Discussion about the 3D printer that will be at the Library for one month in June–July. Exciting!

Katherine, the intern from last year, will be a huge help again in Angie's absence in early June. **MSV – To accept Carr's recommendation to re-authorize the intern position to Katherine Wert for 10-15 hours/week at the same rate as last year. — Hastings/De Lutis (8-0) – MOTION APPROVED**

NEW BUSINESS

Hastings and Porfido met to discuss Porfido wanting to address the water problem by exposing the foundation, installing drainage, and adding backfill. They agreed the trees should be removed, and Carr agreed they are too close to the building. Currently, there's a 4-inch pipe that will hold the water, but the cover is too small, so there is no drainage. Frank Dodge proposes installing a catch-basin at the end of the parking lot to catch as much water as possible. Regarding the pavement, when they plowed, they couldn't push the snow out far enough and it became a dam of snow. This has been ongoing for years and must finally be addressed. Swinyer asked if the snow was being placed on library property. JonesGirouard said they may need to remove the snow instead of pushing it into a bank on the library lawn. Hastings said Dodge did scoop up snow to another area to alleviate some of the buildup. Koplou suggested Porfido get it surveyed; Carr said it had been. Fillion said we would like to deal with it as good neighbors, but must know exactly what Porfido wants to do to ensure that it won't create a problem for the library once his concerns are alleviated. Carr said the new director of Public Works should advise. Swinyer and Hatch agreed the Town Engineer needs to be involved. Hastings said we should ask Porfido to remove trees and replace them with blueberry bushes. Koplou asked how this would impact the work that our volunteer landscaper, Barbara Strain does. Carr said they may have to be moved and transplanted, but that she would have to talk to her. The Board agreed we should not expect her to have to work beyond what she provides to remedy what she had already planted. Koplou said to make the line a condition of Porfido doing the work. Hastings agreed and suggested that Carr mention this to Dorsett and Damko. Fillion agreed, as the Town is responsible for the outside of the building. **MSV – To have Carr speak with Dorsett and Damko and, on their recommendation, grant authority to Porfido to do the work that needs to be done as long as it is consistent with the engineer's recommendation, and to notify the Board of any inconsistencies with said recommendations — Fillion/Hastings (8-0) – MOTION APPROVED**

MONTHLY TRUSTEE MEETING MINUTES March 27, 2019

Community Resource Night

De Lutis brought up the idea of having the library host various community services to share with the public. There are many free services and volunteer opportunities that our community may not know about. Tabled for now.

Jani mentioned the following optional NHLTA meeting:

May 29: Annual Spring Conference and Annual Meeting is May 29 in Manchester

Carr reminded the Board to send receipts for reimbursements.

MSV – To adjourn at 9:08 PM — Koplou/Fillion (8-0) – MOTION APPROVED

NEXT MEETING Wednesday May 1, 7PM, library.

Respectfully submitted, Kim De Lutis, secretary 3.27.19