

Sandown Public Library

Board of Trustees Meeting

Minutes: December 14, 2023 6:30 p.m.

Call to Order 6:30 p.m.

Attendance (P: Present, A: Absent)

- (P) Chair Elaine Aubin
- (A) Vice Chair Marc Zucker
- (P) Secretary Melissa Tiney
- (P) Treasurer Stephen Brown
- (P) At-Large Barbara Lachance
- (A) Alternate Nell Keif
- (A) Alternate Jennifer Dawley
- (P) Director Brittney Bergholm
- (P) Selectman Liaison Robert Nickerson

Pledge of Allegiance

Correspondence/Public Comment

- None

Finance Report

- P&L Budget vs. Actual Spreadsheet: still below budget as of end of November. Salary and end of year library expenses still pending.

Approval of Minutes

- Date of Minutes: 11/9/2023
- Motion: Trustee Tiney
- Second: Trustee Lachance
- Motion passed unanimously.
- Date of Minutes: 11/20/2023
- Motion: Trustee Lachance
- Second: Trustee Aubin
- Motion passed unanimously.

Director's Report

- Director Bergholm has been working on updating website. She attended New Director training. Several staff members attended training on Canva and Library Programming for Homeschoolers. Youth services Librarian attended virtual training with the State Technology Librarian for the library to receive an Indi car.
- Furnace serviced on 12/14/2023.

Old Business

- Fire and Alarm system upgrades: Brad Buteau from Brea Security present to discuss estimates provided to Director Bergholm. Plan will be for fire system to be brought up to current code including heat detectors in the attic, updated smoke detectors and pull stations. The system will be connected to monitoring with a monthly fee as well as a yearly inspection fee. Upgrade will require electrician work as well as alarm installation. Impact on Library operations will be as minimal as possible.
 - Motion to accept Brea Security estimate for fire system upgrade in the amount of \$24,148.00 made by Trustee Brown, seconded by Trustee Lachance and unanimously approved.
 - Motion to accept Brea Security estimate for security system upgrade in the amount of \$3,341.00 made by Trustee Brown, seconded by Trustee Aubin and unanimously approved.
 - Motion to sign agreement as presented on written estimate and to encumber funds in the amount of \$27,489 if work cannot be completed in 2023, made by Trustee Brown, seconded by Trustee Lachance and unanimously approved.
- Interior Painting: plan for interior painting from January 18-21, 2024 and it will require library closure during that time.
 - Motion to accept the quote from Donovan Painting for \$4,300.00 for painting of the interior of the library made by Trustee Lachance, seconded by Trustee Brown and unanimously approved.
 - Motion to encumber the funds in the amount of \$4,300.00 for the interior painting made by Trustee Lachance, seconded by Trustee Brown and unanimously approved.
- Steam Cleaning carpets and upholstered furniture: Trustees reviewed two quotes for services.
 - Motion made to accept and approve the quote provided by McCarthy Cleaning Co. in the amount of \$1,678.00 and to encumber those funds if the work cannot be completed in 2023 made by Trustee Brown, seconded by Trustee Lachance and unanimously approved.
- Outdoor book drop box: Motion to purchase a new Kingsley 30S-Series drop box not to exceed \$6,100.00 made by Trustee Brown, seconded by Trustee Aubin and unanimously approved.
- Trustee Lachance wanted to acknowledge all the work Trustee Aubin has done in assisting in obtaining the quotes for the needed library projects.

New Business

- COVID sick pay: Reviewed local library offering this as a benefit. Discussion to review the current sick time policy. Full time staff (35 hours) have 35 hours of sick pay per year and part-time (25 hours) have 18 hours of sick time. Director Bergholm will write a policy change to match the hours of sick pay to match hours worked in one week. Trustees will review this proposal at the next meeting.
- Trustee onboarding: Director Bergholm located most recent revision of Trustee Handbook, updated in 2021. Trustees will review the literature and make changes as needed. Tabled for this meeting.

Nonpublic discussion under RSA 91-A:3, II

- Motion made by Trustee Brown to move to nonpublic discussion at 8:26 p.m. pursuant to RSA 91-A:3, II for employee matters. Motion seconded by Trustee Tiney. Motion unanimously approved by roll call vote.
- Public discussion resumed at 8:48 p.m.
- Motion made by Trustee Lachance to seal nonpublic discussion minutes. Motion seconded by Trustee Aubin, unanimously approved by roll call vote.
- While in nonpublic session, Trustees agreed to spend \$1900 in staff bonuses.

Adjournment: 8:55 p.m.

Next scheduled meeting: January 11, 2024

Respectfully Submitted,

Melissa Tiney, Secretary