

**MOULTONBOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**December 15, 2022**

**PRESENT:** John Buckley, Chair; Sally Bartlett, Vice Chair; Sherry Wakefield, Treasurer; Jack Weekes; Jane Harrington; Nancy Cole; Peter Olsen; Kim LeFebvre, Alternate; Deb Hoadley, Library Director

**CALL TO ORDER:** 9:05 a.m.

**ROTATION OF SECRETARY ROLE:** Next meeting will be Kim, then Sandra, Jane, Jack, Peter, Nancy

**REVIEW AND APPROVAL OF MINUTES:** Motion to approve minutes by Jack Weekes and seconded by Jane Harrington. Unanimously approved.

**TREASURER'S REPORT:** Sherry noted the "donations payable" line item will be zero in the next treasurer's report as the money will have been spent on books and children's programming. The encumbered funds will be used to repair the AC unit handler at a cost of \$5753. Originally this amount was encumbered for the AC repair. Presently, the compressor in the program room has been repaired and paid for; however, the part needed to replace the AC coil is no longer available so these encumbered funds will be used to offset the new AC handler cost.

Jane moved to accept the Treasurer's Report - Nancy seconded - unanimously approved. Acceptance of donations in the cash amount of \$43 were so moved by Jane and seconded by Jack and unanimously approved.

The Friends of the Library no longer hold any Book Sale money. The amount is now in the Trustee account. The amount transferred is \$6506.87. Any future book sale monies will be deposited into the trustee account.

Jack, John, Deb and Sherry discussed how trustee funds would be used going forward to help satisfy usual questions from ABC and/or the Selectmen when the library presents the budget. Projects for these funds include the LED Pilot Program, the Computer Technology Project, Outside landscaping, Children's Programs and supplies, and Professional Development and training.

A letter requesting the second half of the disbursement appropriation from the Town will be signed by John and sent to the town for payment to the library.

**LIBRARY DIRECTOR'S REPORT:** Deb noted that the LED lighting project conversion is nearing completion. Going forward, 2023 staff meetings have been scheduled. Short meeting will be on Mondays from 8:30-8:55 and longer meetings (every 6 weeks) on Fridays from 8:30-10:00. Advance notice of late openings will be available on the website and on the patron calendar.

The staff enjoyed the holiday luncheon provided by the trustees on December 2<sup>nd</sup>. December 8<sup>th</sup> will be the 2023 staff Christmas Luncheon date.

Due to the snowstorm, Merry and Bright has been rescheduled as a “winter wonderland” program during the last week of January.

The final draft of the Collection Development Policy was distributed.

**BUDGET:** The new budget includes an average of 4.5% salary increase from what the employees are currently receiving. It was noted that rates on the benefits have changed as well as benefit options chosen by staff. The Public Library appropriations have gone up by 2.8%. During the budget approval process, Deb proposed that the town be made aware of what our actual expenses have been for the first 6 months of the year as ABC and the Selectmen do not usually see our expenses until the end of the year. At our next meeting, Sherry will have a list available to show the town our actual expenses within this timeframe. These figures should also appease ABC as they will be able to see how the library appropriation funds are being spent.

The library budget has a modest increase over the 2023 budget. Salaries for staff are on par with those of town employees (at 4.5%). Jack noted we have tried to be proactive in stating how we have spent any additional funds like the trustee funds. The Trustee funds are used to supplement monies requested from the town in the library’s operating budget. The trustees have allocated payment from these funds to pay for projects proposed by the budget committee as listed above in the Treasurer’s report. We have used library funds to pay for the LED replacement lighting to lower our utility costs, to fund the computer tech project, and to pay for ongoing building expenses such as plumbing issues.

Jack motioned to approve the fiscal 2024 budget in the amount of \$647,560.00. Sherry seconded. The motion was unanimously approved.

February 3, 2023 the budget is scheduled for presentation to ABC and the Selectmen for approval. A separate hearing will be held later in an April 6-13 time frame to present our warrant article.

**YOUTH LIBRARIAN REPORT:** on file

**COMMITTEE REPORTS:**

**\*TECHNOLOGY:** Peter noted the program room is next for technology update consideration.

**\*GROUNDS:** Nancy distributed signage costs from Paquette Signs. There is a \$5000-\$7000 cost just for a new sign. An LED sign would cost Between \$15,000-\$19,000. The sign would just be text and not graphics. We would be covered under RSA 674:54 if we consider circumventing the Town’s sign ordinance and installing an electronic sign. We hope to have a larger more visible sign with 6” letters so the text can be read from the road. Staff desires a sign that can be

changed without going outside in the elements. The decision is do we need a new sign or refurbish the one we have?

John made a motion to fund up to a \$300 design fee to obtain a visual representation for the remote electronic sign. Nancy seconded the motion. The vote was 8 approved, 1 opposed.

Nancy will also investigate grant possibilities from FEMA as well as whether there might be a portable sign option using LED that could be taken outside when needed.

Jane made a motion to table the sign discussion and revisit the subject at a later date. Sherry seconded the motion. It was unanimously approved.

**\*PERSONNEL:** Staff performance evaluations will begin in March. Recommendations will be made to the trustees in April. Salary adjustments would be effective July 1.

**\*ART:** Art exhibits are on track.

**\*CAPITAL IMPROVEMENT PLAN:** Deb has received another quote for carpet replacement in the main library and the children's area from a commercial vendor, Atkinson carpet and Flooring. The carpet would be commercial grade and walk-off areas could be addressed at the entry and into the program room. The cost is \$9186.00 which is appreciably less than the quote of \$12,000.00 from Home Beautiful. Since the carpeting cost was previously approved by the trustees, all agreed to accept the Atkinson contract. Deb will let Home Beautiful know that we are going with another vendor.

The Capital Improvement committee has been meeting to get cost numbers to show to ABC regarding items/systems that will need to be replaced in future years. Of immediate importance is the HVAC unit in the old section of the library. Two quotes have been received. Rowell quoted \$17,035. Control Technology quoted \$27,000 for the total replacement. It was decided to accept the Rowell bid, contingent on whether their bid includes replacing the condenser. Peter will verify with Rowell that the condenser is included in their bid quote. Sherry made the motion to accept the Rowell quote to replace the heating and AC unit in the old building contingent that replacing the condenser is included. The motion was seconded by Jack and unanimously approved.

**\*FRIENDS:** The new Friends sponsored programs have been praised and well attended. They accepted a \$400 donation from the Edward Sonn Foundation. They voted to approve \$1500 for the memorial garden maintenance and plantings. Their membership drive begins in January.

**NEW BUSINESS:** The trustees accepted the gift of the Peter Ferber original painting entitled "Steamboat" to the library.

Nancy suggested we hand out tiny plastic books during the July 4<sup>th</sup> parade. This is a thought to consider and would be good public relations for the library.

The meeting was adjourned at 10:50 a.m.

Next Trustee Meeting will be January 19, 2023.

Respectfully submitted,  
Sally Bartlett