

Barrington Public Library
Board of Library Trustees Meeting Minutes Approved
Nov. 19, 2024

Present: Trustees: Chair Susan Gaudiello, Lydia Cupp, Robert Drew, Karolina Bodner, Melanie Haley, Ezra Hodgson, Richard Compagnone. Trustee Alternate Karen Towne. Library Director Liz Bolton. Select Board Representative Dannen Mannschreck. Public member, Diane Madariaga.

The meeting was called to order at 5:30 pm.

Ezra made a motion to accept the Oct, 15 2024 Trustee minutes with Susan's edits, seconded by Melanie, and the motion passed.

Richard made a motion to accept the October donations of \$24, seconded by Ezra, and the motion passed.

Treasurer's report: Melanie presented the October financial report including updates on the CDs. One of the TD bank CDs was successfully transferred to FSBank and will mature in March, and the other was transferred to the TD operations account, making funds available if needed for the building project.

Select Board Representative: The Select Board and ABC (Advisory Budget Committee) are finalizing department & operational budgets & Warrant Articles for the March 2025 town meeting vote. The Barrington students will continue to participate in Town elections (kids vote) with popular approval. Among their decisions will be naming new streets after review of 911 protocols, color of dog tags and similar matters.

Director's Report: Liz has finalized and presented the Library Budget to the ABC. The process was challenging as there continue to be variables and unknowns regarding the new building operating costs.

*The Library is restricting book donations until the new Library is operational. Small batches of items 2 years old or less may be considered.

*HAL, the disc cleaner, has been repaired but is old and close to its end. The staff will continue to clean discs reported or visibly needing a cleaning to prolong HAL's life, rather than routinely cleaning all discs.

*The EDDM Library information mailer will be sent out the week of Nov. 18, 2024.

*The toilet in the 1st bathroom was unclogged and parts repaired.

*Liz, Wendy and Kate are sharing cleaning until hired custodial services begin.

Old Business:

The MOU (Memorandum of Understanding) approved by the Trustee Board in October has been sent to the Select Board for review. SB member Tracy Hardekopf is working with Conner on the review.

*The Custodial Services Contract with Citywide has been updated and will be finalized with a cleaning of the old library 2 x week and 3 x week in the new library.

*The Board approved the Purchasing Policy last month, and reviewed the generalized statement and procedural policies. Ezra made a motion to accept The BP Library Financial Management Policy with edits, seconded by Lydia, and the motion passed.

*IT -servers: After further research on options for IT services, a final decision will be made in December concerning a 3-year contract with an option for some of the funding to come from the Technology Capitol Reserve.

Library Building Project Update: Susan discussed Project updates and minutes which the Trustees also received electronically for review before this meeting.

*Construction is proceeding on time and on budget. All necessary interior walls, cabinets, etc have been removed. There is a savings of \$4000 for roofing valleys that do not need to be replaced.

-A decision was made to increase the insulation around the asst director's office that is between 2 bathrooms at an additional cost of \$1400 (covered by the roofing savings).

-Susan is tracking expenditures and noted that about \$30,000 has been spent so far from the owner's contingency. Jim Andersen received a quote for removal of 2 clumps of river birches and a few pine trees and received an estimate of \$6500 which is included in the \$30,000.

-Security: after much research on various options, Liz is negotiating a contract for \$42,000, down from the original estimate of \$60,000. A keypad system for staff will be installed with the option of changing the code for evening programming. Cameras will be installed for front and back entrances.

-Liz is continuing to research options for reupholstering current chairs and ordering new furniture. Decisions need to be finalized and orders placed by February for new items to arrive in time for the opening. Susan invited a trustee to be involved in the furnishing reviews and Richard volunteered.

Future site walks can be arranged for interested people and are best done on Fridays.

BPL Foundation: Trustees reviewed the Foundation minutes electronically and Susan reported that fundraising is continuing. Donations made on Giving Tuesday Dec.3rd will be matched, and the Foundation is registered to receive funds from the casino non-profit program.

-The Foundation is sending letters to the list of past donors encouraging increased donations

-The questions of how to acknowledge donors who contribute to the new library and how to decide the naming of collections, rooms etc is being discussed since the layout has changed significantly since the 2019-20 building designs.

Friends Report: Lydia reported that the Book Sale by Donation held at the November election raised \$1684 and the raffle earned \$523. The Friends voted to fund most of the Director's requests 2025 program support for a total of \$8,560.

Non-Public Session: Ezra made a motion to go into Non-Public Session at 6:19 according to RSA 91-A:3, (II)(c), seconded by Robert, and the motion passed on a roll call vote. Public Session reconvened at 6:40.

Robert made a motion to seal the Non-Public minutes indefinitely, seconded by Ezra, and the motion passed unanimously.

Lydia made a motion to adjourn at 6:40, seconded by Ezra, and the motion passed.

Next Meeting of the BPL Trustee Board December 17, 2024 5:30pm

Minutes recorded by Karolina Bodner, Secretary

