

Minutes Library Board of Trustees Meeting

Date: Monday, January 9, 2017

Called to order at 5:02

Present: Sharon Dunham, Diana Johnson, Eileen Gilbert (director)

Old Business

1. Brickwork was completed last Friday 1/6/17. The cost this second half of the back of the building was about \$13,000, which is \$2000 under the estimate given. The total cost of the entire back wall repointing was about \$28,000. The other sides should be less as they are smaller walls, although Joe mentioned that he will need different scaffolding for the sides to accommodate the slate roof. This may mean a cost increase.
2. Eileen shared the letter for donation requests that will be sent to local businesses to help fund our portion of the L-Chip grant. The trustees went through the list of businesses in town to choose some that might be interested in donating. The trustees will stop in the library later in the week to sign the letters so that they can go out in next week's mail.
3. There were some difficulties with library technology after the brief power outage last month. The router needed to be reset and the copier needed a small repair as well. The repairman from Certified Computer Solutions came and fixed all of these issues. The internet service now is on from 6AM to 7PM on days the library is open.

New Business

1. The town has revised the wording in their personnel policy and so trustees worked to align their personnel policy. Most was amended except for sections about tuition reimbursement and vacation time. These will be completed at the February meeting.
2. The trustees will look over samples of bylaws Eileen provided so that at the next meeting we can write up trustee bylaws.
3. Signage about loitering was tabled until the weather warms up and there is again a problem with loitering outside the library.
4. The NHLTA Conference will be May 24th. Mary would like to go.

Next Meeting: Tuesday, February 7th at 4:30.

Adjourned: 6:40

Non-public Session per RSA
Called to order at 6:40

Concerns about the overdraft of our checking account were discussed. A number of checks bounced in December resulting in \$200 in overdraft fees. This was mainly because a running balance was not being kept as checks were written; it had been kept until the most recent batch of checks written out. Diana spoke with Eileen about the necessity of the balance being written in after each check is made out; a series of check should not be written without subtracting funds after each check. Once the balance is at \$500, no further checks should be written. Trustees must also verify the running balance is being kept as they sign checks.

In addressing this matter at the town hall, it was discovered that although our budget had been increased last year, our disbursements had not been adjusted. Eileen was working within a budget passed at the town meeting but with less funds as the town disbursement checks had not been increased. Therefore our final disbursement check given at the end of the year was for roughly \$15000.

Because of this additional amount of money in our checking account, the trustees voted to use \$500 of that to transfer into our savings account to replace money used to pay for the new circulation system training ordered earlier in the year. Since March, income from overdue fines, copier, fax machine, etc. has been deposited into the savings account to replace this money. Thus far, about half of the \$2000 used has been deposited. The final \$500 should be paid out of the next disbursement check.

Mary asked about credit card usage. Currently the card is being used for postage, the annual Amazon Prime membership fee and registration fees for conferences. The trustees asked that postage be paid for by check rather than credit card.

Adjourned at 7:18.