

Minutes: Library Board of Trustees Meeting

Date: April 10, 2017

Called to order at 4:30

Present: Mary Louise Charnley, Gail Thomas, Diana Johnson, Eileen Gilbert and Chris Williams (of Christopher P. Williams Architects, LLC.)

The meeting began with a discussion with Mr. Williams about the LCHP proposal. Mr. Williams stated that his company is ready to get started in a couple of weeks of this initial meeting. Research into the building's history should be completed by July. The architectural work would then begin based on the research done with all completed in early autumn. This report would be the basis for the next application to LCHP for support for library renovations. There was some discussion about the plans for an addition that were drawn up by Mr. Williams' company in 2010 and changes in surrounding land and town use of facilities since then. Mr. Williams mentioned that the, trustees should go over the program use portion of the 2010 plans and make any changes to fit current needs. Such information, as well as any information about any work done to the building, should also be shared with them. Gail made a motion to accept the proposal put forth by Mr. Williams, and pay the deposit of \$2000 out of the library's savings account. Diana seconded this. Two architects will be at the May 8th Trustee meeting; the library will have pulled together an ADA report that was done by the town and reports compiled by BPS when they completed repair work on the building last year.

Old Business

Cost of water heater: \$217.55 This was taken out of library monies at the town hall.

In March, Gail was elected for a one year term to complete Sharon's term. Mary was re-elected for another three year term.

Two new patron computers: the final cost of these was \$1560.56. This came out of the technology line of the general expenses and had been budgeted.

Checkbook has been balanced for January, February and was off \$2.18 for March. Leslie mentioned that quik books or an excel spreadsheet would be fine for keeping track of budget. There should always be a second person involved in finances as a check. Sarah as the second full time staff member can be trained to help with this. Diana will check the past minutes to see what the limit for unauthorized spending for the librarian is.

There is a selectman's workshop on May 1 at 5:30. Trustees will attend to discuss future library expansion.

New Business

With the approval of a second full time position, Eileen informally posted the position internally. Sarah Frost applied for the position and was promoted to this position.

Laconia Altrusa- the application for grants was April 1 per their website. This is somewhat new; applications were rolling previously. We will try to have plans in mind for an application in the winter next year so that we are ready for a spring deadline.

New circulation training cost that was taken out of savings has been repaid.

Time Table: Eileen created a calendar of deadlines for the year (ie. Evaluations, budget deadlines, auditing, etc.)

Summer Program News:

Theme is Build a Better World. Program kickoff will be June 9th at BES. The library and parks and rec. camp will also sponsor a program by the science museum. The library is also applying for the Children's Literacy Foundation Summer Readers grant on behalf of the park and rec. summer camp???

Offerings for adults will include presentations by a genealogy expert and a master gardener.

Next meeting: May 8 at 4:30.

Meeting adjourned at 6:04.