

February 9, 2016 Library Trustee Meeting-
Called to order at 6pm.

Attendance: Sharon Dunham, Mary Charnley and Diana Johnson-trustees
Eileen Gilbert-Library Director

Reports were accepted from Library Director
previous month's minutes are still under way.

OLD BUSINESS-

Repair Work-

Engineer will arrive at the library on 2/10 at 10 in regards to support beam.

The lead paint report will be forwarded to the Town Hall by Eileen for them to have a copy. The invoice for \$940.00 for the lead paint investigation was submitted to the Duffy Fund for payment.

BPS will start work this week on construction of the lower half of the library. All trustees have signed the BPS contract in agreement and it will be submitted to the Duffy Fund for payment. This is in the amount of \$67,734.00. We have noted that BPS did not include work on the inside foyer upstairs and Eileen will contact Barry from BPS on an estimate with that. Eileen will double check with the Allan Daisy and the town to see if they will paint the entire inside of the library or if we need to have BPS do it. A separate invoice will need to be submitted at next meeting regarding re-carpeting the entire library upstairs and downstairs from Home Beautiful. The trustees voted on remove and replacing ceiling for an additional \$3,036.00 as well as upgrading lighting in addition of \$2,243.00. We did not approve \$4,830.00 for additional work for an upgrade of heating units.

Barry from BPS will check with Steve Paquin from the Code Enforcement Office regarding any paperwork or fees the library are responsible for for the construction piece.

The building study bill of \$7,500.00 for the engineer piece from BPS was submitted to the Duffy Fund for payment.

POLICY QUESTION-complaint of patron's hygiene

The policy we have in place will stay. We will deal with the issue the exact same way for every circumstances. It is up to the Senior Staff Member on Duty on best to handle the situation unless it needs to follow the Chain of Command afterwards.

NEW BUSINESS-

Passes for the library to give to patrons were discussed. We will request from Altrusa the amount of \$400.00 for funding of programs.

Eileen will check with Parks and Recreation Director, Janet Breton to see if they would like to help to sponsor some of the passes for tax payers to utilize.

The library will sponsor: Wright Museum for \$125.00

See Museum for \$200. Planetarium for \$300. Squam Lakes Science Center for \$300.00

We did not hear back from Shaker Village in Canterbury.

IRS FORMS-If requested print forms and charge the regular printing fees.

Eileen presented a brochure on updating our library circulation system. BookSystems; it will replace Manadrin that we currently have.

The BookSystems provides instant reports, AR book is compatible to the Shaker Regional School District, customizable, prints receipts, connects with Pay Pal, cataloging features are better.

This is guaranteed to last us the next 5 years. The cost is \$3,405.00

To transfer to a new system is \$2,510.00 and training is \$895.00.

We have set aside in our line item \$3,000.00.

The following years it will cost us \$1,400.00

We will use the money in our line item and take the rest from savings to pay the difference.

We will start in February to make our monthly cash deposits for: fax machine, coffee, donations (unless otherwise specified), etc... back into savings to help pay the difference for this new system until the amount of money is replaced.

Eileen will double check RSA regarding fines and how they are to be used. We were previously told that fines needed to go back into circulation account according to RSAs.

Eileen's evaluation needed to go into non-public session and we did not have enough time. We will need to reschedule at another time.

Next meeting is on Tuesday, March 8 at 6pm. We should have a non-public meeting before hand to do Eileen's evaluation.