

Bethlehem Public Library Trustee Meeting Minutes

March 20, 2017

7:00

Members Present: Nora Clark, Doug Harman, Sara Plumley, Sally Syren, Len Grubb & Judy Warden

Librarian Present: Laura Clerkin

Welcome to our new member, Judy Warden.

Meeting Minutes

Len made a motion to accept minutes as written. Nora seconded the motion and Sally abstained. Motion passed unanimously.

Treasurer's Report

Len stated that while it appears that the library about \$900 over budget, the reality is that the March bills were paid but the expense report was run in February. The budget is actually about \$500 favorable. Len also handed out a balance sheet which listed bank accounts, assets and equity. Sara made motion to accept the treasurer's report as written, with Sally seconding. The motion passed unanimously.

Old Business

All trustees were e-mailed copies of the Employee Handbook and Technology Plan. Nora had some corrections for the Employee Handbook. On page 5, 6th paragraph, add 'an' before employee. Page 6, 5th paragraph, add 'than' (after other).

'Technology Plan', change current revision date. Sally made a motion to un-table the agenda with Nora 2nding. The motion passed unanimously.

Nora asked about the 5 year cycle to replace technology and if the board has adhered to that? Laura said that we hadn't been following it as the equipment was all new when moved into the new building. Should be replacing 1/5 of equipment yearly. The copier is about 5 years old. Need to be adding technology replacement to the budget. Sara made a motion to accept Bethlehem Library Technology Plan and Employee Handbook with revisions. Len seconded the motion and it passed unanimously.

The next policy to research and institute is records retention. Len suggested talking to other librarians as seeing what their policies are. Laura will follow up on that.

Human Resources Committee needs to send out the librarian review in summer and have them back by August before budget planning.

New Business

Electing officers

Sally nominated Doug for President, Sara seconded The motion passing unanimously, with Doug abstaining. Vice President is currently Mike Culver. Sally is willing to be Vice President. Len made a motion to accept and Judy seconded, with Sally abstaining.

Doug nominated Len for treasurer with Nora seconding. The motion passed unanimously, with Len abstaining. Sally nominated Sara for Secretary, with Doug seconding. Motion passed unanimously with Sara abstaining.

Officers:

President: Doug Harman

Vice-President: Sally Syren

Treasurer: Len Grubbs

Secretary: Sara Plumley

In regards to fellow board member Mike Culver: there are no rules regarding participating or attendance for board trustees. Doug will contact Mike on behalf of the board and seeing what his wishes are. The board is in agreement with this plan.

The Policy Committee should think about making an attendance or participation policy. Judy suggested missing perhaps up to 5 meetings/yearly.

Active participation in a committee is important. Doug wants trustees to be thinking of members who would be advantageous on the board. One trustee is currently needed, possibly two if Mike Culver resigns. Judy met a new doctors wife (with young kids) who was looking for a way to plug into the community. Judy will make a phone call and see if she connect with her to see if she might be interested in the library board.

Committees

The following were nominated for a years' duration to the committees listed below:

Human Resources – Sara & Judy

Building & Grounds – Sara (weeding only) & Lisa

Finance – Len & Nora
By-Laws and Policies – Sally & Lisa
Technology -

Doug would like to put together schedule so that committees have time frames for projects and annual upkeep (library review, changing filters, re-painting, when budgets are due, etc). Nora suggested that it be done at the end of a regular board meeting.

Due to the frequencies of alarms going off unnecessarily (low temperature, etc) and the alarm company contacting Laura first (not Doug or Sally), Doug will disconnect the alarm, (except for the panic buttons).

Judy wondered if trustees got a monthly agenda. Doug informed her that the order of business remains the same from month.

Librarians Report

NH Library Trustee Associates should have sent newsletter and dates of the conference (and change of the date) to all trustee members.

Len made a motion to adjourn at 8:04. Nora seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Sara