

Bethlehem Public Library Trustee Meeting Minutes

May 8, 2017

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

Librarian Present: Laura Clerkin

Public Present: Deb McKenzie.

Meeting called to order at 7:00pm.

Meeting Minutes

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

Treasurer's Report

Len stated that the budget looks good, with the usual line items being over and under. Year-to-date the budget is over \$253.

Old Business

Doug contacted the Selectmen's office regarding the issue of volunteers being covered on the liability insurance policy if they work on the grounds (such as gardening volunteers). He emailed the volunteer medical accident coverages to all Trustees.

Len asked if Laura had received any sample Records Retention policies from other libraries. If so, he offered to review them. Laura thought that should be the next policy to be reviewed by the Policies and Bylaws committee.

Sally had spoken with Joe Kenney (Executive Council of NH) regarding getting a sidewalk and/or crosswalk for the library. He had mentioned grants that were available, with a July timeframe for submission. Sally wanted to see if we should apply. She thought this would be a good time, as it might tie into the street construction on Main Street near the post office.

After discussion, the grant in question is the Safe Routes to School grant. This is a DOT grant given to schools to encourage children to walk. It provides funds for things such as

sidewalks, crosswalks, crossing guards, as well as promotional materials and funds for data collection. Doug said that Bethlehem Elementary had been awarded this grant several years ago, but because of difficulties between the school, DOT and the Village District, the funds had been lost.

If the library wants to pursue a sidewalk or crosswalk, we need the cooperation of both DOT and the Village district. Each entity has stated we must start with the other. Doug would like to talk to the State about how this can be accomplished.

New Business

Deb McKenzie, who was at last month's meeting, has expressed interest in becoming a new Trustee. A motion to ask the Select Board to appoint Deb until the next election in March 2018 was made by Len, seconded by Nora. Motion passed unanimously.

Judy asked for Trustee contact information. Laura will send out a current list to all Trustees.

In the discussion about Trustee emails, Doug reminded that on emails, do not use "reply all." If more than three Trustees are corresponding, that may constitute a public meeting, which is subject to Right-to-Know laws.

Committees

HR: Judy reported that she and Sara had met to review the form for Laura's evaluation, and they are working on a new form for this year. Deb would like to join this committee.

Buildings and Grounds: Laura reported that she had been in touch with Navarra's about cleaning up the flower beds. Andy from Navarra's said the rain had been a deterrent, but he will be get to it soon.

Finance: Len reported that he, Nora, and Laura met today regarding the long-range plan. They are getting close to the end and should have a plan to review with the Trustees in the next few months.

Policies & Bylaws: no report

Technology: no report

Librarians Report

Laura informed the Board that Sarah Ho-Sing-Loy has resigned, effective May 31, 2017. Laura has been advertising for a replacement, but is not getting many responses. She is worried the pay (minimum wage of \$7.50/hour) is not competitive enough.

Library programs are well attended, and staff is finalizing summer reading programs. Author Chris Bohjalian has been confirmed for Thursday, July 13th. The Library was awarded the Kids, Books & the Arts grant from the State Library. This will pay for the kick-off entertainment for the children's summer reading program.

Laura received information that Bethlehem's Old Home Day will be Saturday, August 12th this year. She feels this would be a good time to have a book sale. While last year's summer-long sale on the porch made money with little work, a large book sale might be more profitable.

The Trustees agreed to run the book sale on Saturday, August 12th from 9am-3pm. Set-up would be on Friday night. Former Trustees may be contacted as potential help. The book sale would continue in the conference room for the next week (August 14-19), manned by the library staff. There will be no other use of the room that week.

Len made a motion to adjourn. Sally seconded the motion. The motion passed unanimously.

Meeting adjourned at 7:40pm.

Respectfully Submitted,

Laura Clerkin (for Sara Plumley)