

## Bethlehem Public Library Trustee Minutes – June 12, 2017

Members Present: Doug Harman, Sally Syren, Sara Plumley, Nora Clark and Len Grubbs, Deb McKenzie, Lisa Ffrench & Judy Warden

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 PM

### **Meeting Minutes**

Sara made a motion to accept the May meeting minutes as written with Sally seconded it. The motion passed unanimously.

### **Treasurer's Report**

Looking at the YTD (2<sup>nd</sup> column from left), the library is within \$100 of budget. Lisa made a motion to accept the treasurer's report. Judy seconded the motion and it passed unanimously.

### **Old Business**

Laura reported to Old Home Day committee that library is having a book sale. (Art Walk is combined with Old Home Day on August 12). Laura got several Records Retention policies from other libraries and the Policy & Procedure committee needs that for their next meeting. Laura will have that ready for next meeting.

### **New Business**

Welcome to Deb McKenzie as a new board member.

The town select board told Laura that they want all new trustee vacancies to be advertised. Laura found the RSA regarding vacancies. After reviewing the RSA, having the trustee position advertised in library and in fliers and on-line was sufficient for the select board (and fulfilled the RSA).

The HR committee has selected a new library director evaluation form and chosen a new one. The form has been handed to each of you (mailed to Doug & Mike) and the deadline for its return is August 1. We will also give Laura a form to evaluate her goals and achievements for the past and coming year.

### **Building & Grounds**

Lisa is thinking of organizing a Garden Club. Insurance does cover having volunteers weed and do garden work. She will have an initial meeting to gauge interest. She plans on it being very simple this year (with just weeding & watering) but next year grow by having educational programs and plant sales. The town does not have a Garden Club. An additional benefit to having a garden club is that it is another way to get patrons and residents involved in the library. Lisa will advertise on the library sign and in a flier posted in the library.

### **Landscaping**

Navarra's has been doing the landscaping mat. He is going to replace the rock in the gardens (reddish-that doesn't match) with some that does (for no additional cost).

**Action Point:** (Laura) Contact town to have lines redone in parking lot.

### **By-Laws and Policy Committee**

The By-laws and policy Committee will meet soon regarding the records retentions policies.

### **Technology**

No report.

### **Librarians' Report**

There have been parking problems again. The school music program was held on a Thursday and a teacher, select board and school board member

were seen using the library for parking without using any library services. Doug did hear from a patron who complained about it. He told her to talk to the select board. Laura thought it would be a good idea to write to Shelly and ask them to have their programs on a Tuesday or Friday in future years. Hopefully with the school's additional parking lot being done this will be a moot point next year.

### **Programming**

Laura has a need for programming money. Scheduled adult programs will exceed the \$1100 in the budget. She was wondering if we could use some Hardy money (\$3500) which is to be used at our discretion. After discussions, most trustees saw this as a good use of resources and would take care of a fund that has been hard to find the source of. Adult programming has been very well received and Laura would like to arrange more for the fall. The Friends are paying for the entertainer at the end of the Reading Program, and the library got a grant for the entertainer to kick off the reading program. The shortfall would be around \$400.00 for the current programs scheduled.

Len made a motion to take bring back the balance of the reserve fund for funding adult programming. This was seconded by Sally and passed unanimously.

Len made a motion to bring \$500 from cash to fund currently scheduled programming. Nora seconded the motion and it passed unanimously.

The trustees told Laura to come back to the board for additional funds for fall/winter programming when she has a better idea of cost.

The library has a new employee, LeeAnn Roberts, who is 24 years old. LeeAnn just moved here from Vermont. She has volunteered before in bookstores and libraries. Laura was thinking that if LeeAnn does well she will give her the .25 raise/hr that was budgeted for Sara. Laura felt that the

wage offered really held back potential applicants. She has asked for a list of employee from the town to see how competitive the library is as a department. She feels that they need to be competitive to not only get people but also to retain staff.

Len made a motion to adjourn at 8:01 pm. Nora seconded and motion passed unanimously.

Respectfully submitted,

Sara