

## Bethlehem Public Library Trustee Minutes – September 11, 2017

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

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 PM

### **Meeting Minutes**

Len corrected amount from the previous minutes from \$3006 to \$3365 (drawn on by the Bank of New Hampshire). Sally seconded the motion and the motion carried.

### **Treasurer's Report**

In the year to date budget, the library is about \$154 over. There are offsets near year end, which will more than cover the overage. Sally motioned to accept the report, and Sara seconded. The motion carried.

### **Old Business**

Any old business falls under the budget.

### **New Business**

Buildings & Grounds had their 3<sup>rd</sup> Garden Mtg. They are working on renovating the garden outside from air conditioner around to the front. Lisa sketched out a design and the committee approved design. Lisa ordered plants from her company and the order came in at @ \$175. Lisa suggested possibly moving some day lilies to the area under 2 trees near the neighbors. The Garden Committee is interested in programming as long as it takes place in the evening. They were interested in guest speakers and topics such as food & gardening, canning and perennials. It was suggested that the Friends pay for the plant order and then put a plaque up indicating they funded it. Len said it was possible to use funds from a trust that has been moved to

the operating budget. Sara made a motion to expend not over \$200 to reimburse Lisa for plants and sundries from general account. Sally seconded the amount. The motion passed unanimously.

By-laws and policies Committee finished the Records Retention policy. This Policy will tell the library when they can dispose of certain papers, and what things they need to keep indefinitely. Sally made a motion to add the new policy and to remove the existing records retention from the handbook. Lisa seconded and the motion carried.

Laura would like to go over Circulation Policies. Right now, most of these issues are up to Laura's discretion. For example, a young man (15) came to ask to borrow the libraries' Nook. Laura could not find policy or sheet relating to borrowing one. A recommendation was given to tell him that he needs to be over 18 so his aunt needs to come in and sign for it. Ultimately it was left to her discretion.

HR Committee – Received and analyzed evaluations from the trustees. Deb & Judy did review with Laura, including a self-evaluation. Deb, Judy & Sara summarized the evaluation comments. Laura gave her short and long-term goals.

Nothing from Technology Committee.

## **Librarian's Report**

Laura would like to hire someone to take Leann's place. She has run an ad in the Cal-Rec. Competitive wages were the issue in hiring in the past. Judy made a motion to start the new person at \$9.00 as library clerk. Deb seconded the motion. Motion carried. Laura wondered if Sarah (previous clerk) would be interested in coming back at the higher rate.

Book Sale – Company that funded Rolling Thunder Books folded, and books from the book sale are not being picked up. Laura is calling Big Hearted

Books to see if they can pick up the books in the next few weeks. Books are still being sold. There has been \$535 total in book sales (\$100 since book sale). Trustees open to having another book sale over Columbus weekend (Friday/Saturday). Sally will chair the book sale committee. Deb, Judy & Lisa will be willing to help. Laura will first confirm that Big Hearted books can take the books. If they are not able to pick up the books, the book sale committee will run a sale.

The board went into executive session.

Len moved that the meeting adjourn at 9:12. Nora seconded, and the motion was approved unanimously.

Respectfully Submitted,

Sara