

## Bethlehem Public Library Trustee Minutes – November 13, 2017

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

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 PM

### **Meeting Minutes**

Judy made a motion to accept the October meeting minutes as written with Nora seconding the motion. The minutes were approved unanimously.

### **Treasurer's Report**

Len stated that the library is 10 months into its yearly budget. The library is \$866 over budget, but that is accounted for to ensure that they do not underspend. Once November numbers are in Laura will track her accounting to make sure that the library does not either over or underspend. Sally made a motion to accept treasurer's report with Deb seconding. The motion passed.

### **Old Business**

There is no old business.

### **New Business**

Sara made a motion to not have a meeting in December, but instead the next meeting would be Jan. 8. Judy seconded the motion. Motion passed with one abstention.

### **Human Resources**

No new news from Human Resources.

## **Building and Grounds**

The Master Gardener meeting was held. There were 12 in attendance. Ten of those attending are interested in taking a master gardener class. There is a \$200 fee for the class. The hope is that the library gardens will be designated as a master gardener's project and be worked on. The gardening club will meet in January.

## **By-Laws and Policies**

There is nothing new to report.

## **Librarians' Report**

The usual holidays will be observed for 2018. Next Christmas falls on Tuesday, and Monday's hours are 1-7. Laura wondered if the hours should stay the same? Should the library be closed on Monday? Sally made a motion that the library be closed on Christmas Eve & Christmas Day. Judy seconded the motion, and motion passed. Sally made a second motion that the New Year's Eve hours in 2018 be amended from 1-7 pm to 1-4 pm. This motion was seconded by Deb and the motion passed.

The staff have been having trouble with a 5<sup>th</sup> grader (there are years of notes of incidences of him). Laura has banned him from the library. He & a friend were yelling swear words at the rec dept through the window. He tried to break a library computer. Laura has been informed that he has both ADHD & Tourette's. However, he presents more issues than either of those diagnosis would cover. Laura has heard from both parents and patrons over his disruption. She informed him he would be able to return if either parent came and talked to her about the incidences.

A second incidence was a female patron alleging she cut her foot on the library door. The patron was wearing flip flops with socks. Kathy wrote up a report of what happened.

There is a young man who is mentally disabled (comes with an aide) and showed Laura his iPhone with its screen was cracked. He said that he tripped over the hose and the screen cracked. However, the garden hose was on the rocks (off limits), and coiled up. She has not heard from the patron any further.

The group *Believe in Bethlehem* used the conference room on Saturday. They took a picture and posted it that shows they were in the library. Laura wanted to let the trustees know that the library does not endorse any group.

Cheri made a nice brochure promoting how patrons can buy a leaf and support the library. In addition, the Friends of the Library said that they will market both about The Friends and the library in the upcoming year. The Friends will hold their Christmas party during Christmas in Bethlehem and Betty will be Ms. Claus again. Christmas in Bethlehem is held the 1<sup>st</sup> Saturday in December.

The selectman felt that they were doing there due diligence by asking the library to cut the library budget by 5%. However, the town budget is not going to effect the taxes of the residences. Town heads of departments were thankful the library resisted cutting their budget and are putting in for what they really need.

Nov. 27 is the town budget review – all heads of departments need to be there. However, tax rate has already been set.

Len made a motion to adjourn at 7:49. Sally seconded the motion and it passed unanimously.

Respectfully submitted,

Sara