

Bethlehem Public Library Trustee Minutes – April 9, 2018

Members Present: Doug Harman, Len Grubbs, Sara Plumley, Nora Clark, Deb MacKenzie, Judy Warren & Lisa Ffrench

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 PM

Meeting Minutes

Correction to the March minutes: Doug & Len were both present. Len made a motion to accept the minutes as written with the above correction. The motion passed unanimously.

Treasurer's Report

The bottom line looks like the library is over budget. The things that are effecting it this month are Len's computer (equipment expense) and a propane delivery. With those things in mind, the library is actually \$200 favorable. Judy made a motion to accept the report with Lisa seconding. The motion passed unanimously.

There have been \$10 in funds given to the library. The funds were accepted by the trustees.

Old Business

There is a vacant trustee position in the 2 year slot.

New Business

Judy met a new lady (nurse retiree). She is interested in coming to the next meeting as a potential library trustee.

Len is going to close the bank account that was used for the building fund. There is about \$3000 in the account, but it is not earning any interest. It has been earmarked for any major repairs. It was from the Friends given to the library when building the new library. Len moved that the library move the remainder money from the building checking account to an interest-bearing fund. Nora seconded the motion and it passed unanimously.

Len did some further education on finances and found that there are some policies that need updating. He handed out the updated policies for the trustees to look over and be prepared to vote on in the following meeting.

Doug suggested to Laura that if someone is volunteering to help the library out that they go back and record all the warrant articles regarding the library and record them on the computer. Then it can be looked up when needed.

HR Committee

The library director evaluation will go out in June and will need to be returned by August. Doug suggested that the trustees evaluate themselves at the same time (with a short 3 or 4 question survey).

Building and Grounds

Lisa thought that something corrosive was being used on the sidewalks. Laura will contact Andy about that.

Policies and Procedures

Judy was concerned that the part in the new policies regarding trustee absences from meetings was a little too cut and dried. She wondered if we should include 'excused' absences. Doug explained that family does come

first and everyone would understand other obligations that arise. He also pointed out that as elected officials, no library trustee can be forced to resign.

Article 8.2 – The annual meeting of the trustees shall be held in April. The 2nd sentence will be stricken out. 8.5, Add after ‘members of the board present’, ‘a quorum being present’. Take out 8.6. Change chairman to chairpersons in all instances. In Article 9.3 All committees shall makes progress reports at each meeting. Article 10.1 under General, change to Public Notice. Add at the end of the sentence, ‘must be made public’. Also, we need to cite the RSA regarding meetings being open to the public. Under Article 11 – Library Property. Doug was concerned that we don’t have anything in there regarding damage to library property. Judy wondered if that covered things on the outside of the building and Laura thought both was covered by the RSA already referenced.

Librarians’ Report

All trustees should have gotten notices of annual trustees meeting. Judy wondered if anyone was going to the meeting in Holderness. If any trustee wants to attend the conference, the registration fee is covered by the library.

Aiden gave his notice. Laura is advertising for a library clerk. Aiden will stay until a replacement is trained. Jeff Woodburn, Mike York and some other politicians were here at the library today. Joe Kinney said there were funds to build a sidewalk in the front of the library. Laura informed him that the funds were needed.

There were 17 participants in the Peeps diorama contest. The contest was popular and will be held again next year.

This is National Library Week. The slogan for the year is ‘Libraries Lead’. Kathy is almost done with her March Madness contest. Elaine is working on the Summer Reading program. Laura is looking to have the main conference

room painted and having the outside power washed. Laura bought a new flag. Something has happened to the bricks going to the flag and they will be replaced. Upcoming programs; Reeve Lindburgh (daughter of the aviator) will be coming (no charge) at the end of May.

This is legally the annual meeting of the library. As such, all positions on the board are open. Sara nominated Doug as the president of the library, seconded by Judy. Doug nominated Len for financial treasurer seconded by Nora. Judy elected Sara to be secretary seconded by Len. Sally was nominated for vice president by Nora, seconded by Sara. As the ballots were uncontested, the secretary voted for one slate to cover all elected positions.

It was decided that the trustee mtg for May would be on 21st.

Doug thanked Deb for her service to the library and community, with hopes that as time permits, she will be able to return to the trustee board.

Len made a motion to adjourn at 8:05 p.m., seconded by Judy, and the motion passed unanimously.

Respectfully Submitted,

Sara