

Bethlehem Public Library Trustee Minutes – May 21, 2018

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

Librarian Present: Laura Clerkin

Public Present: Barbara Sziedler

Meeting Commenced at 7:00 PM

Meeting Minutes

Nora made a motion to accept the minutes as written. This was seconded by Judy. The motion passed with Sally abstaining.

Treasurer's Report

The budget is favorable by \$1300. The library has spent \$36,000 and our budget is \$37460. The bank account for building new building is closed out. The amount was about \$3600.

Old Business

Judy's friend, Barbara, interested in joining the board. She asked about the process of being elected. She is interested in becoming a member and the board will write a letter of recommendation to the select board.

New Business

HR Committee

The yearly survey will be sent out in June for evaluation of the director.

Building and Grounds

Lisa was disappointed with the plants that did not come back from the winter. Several board members expressed concern with kids using the cut through and wondered if a fence should be put up.

Policies and Procedures

The next policy to look at should be circulation. A patron was very upset with being limited to 2 items after Laura had to work at contacting them to return items for 6 months. Laura wanted the board to review this policy.

By-Laws

Articles 5 Financial Powers of the Board

The phrase 'And they shall be sign by the elected members.' The board doesn't sign the financial statements and Len felt the board should take that sentence out. Laura will send out Draft #3 and the board will vote on the final draft.

Len made a motion that the board consider some additional financial policies with Sara seconding. The only suggestion is that we add 'cash gifts on personal property gifts' which will be in accordance with RSA 202 4c and 202 4d (see previous attachment sent out by Laura).

He also felt that we should add the following:

Item 2 – Use of the Library

Legal residents of Bethlehem and employees of businesses within the town can borrow books and other materials from the Library free of charge. Any person who is not a legal resident will be charged an annual fee to borrow books and other materials which will be established by the Board of Trustees and that it be reviewed yearly by the board.

The board was reminded that for large amounts of cash (greater than \$5000), you have to have a public hearing.

Doug suggested that Len make a calendar of events of financial reports and items that are scheduled.

The board made a unanimous motion to approve the addition of above proposed policies.

Technology

Nothing new to report.

Finances

The town audit is complete and there were only a few questions asked of the library so Len was sure that the library was in good shape.

Librarians' Report

The library has been having issues with internet speed. Laura and Doug have done different speed tests. The library is covered under the FCC ruling that to have a pole plant done the towns were granted free communications. That was limited to libraries, schools, town halls and emergency services. Now it has been eliminated and libraries have to pay for communication services. One option is to do an E Rate (a grant program that the government has set up to get a lower cost). If you accept E Rate, you must have filters on the library computers (which currently the library doesn't have). Laura contacted Spectrum again and was offered 300 upload/100 download for \$180/month. Mike said the library could try the business end of Spectrum and try for fiber optic which is more expensive in the short term but the speed is incredible. There is also another option for doing a fiber run (doing point to point).

Currently the internet service is free and the board needs to consider whether the speed is good enough.

Len suggested getting some more information on internet options so it can put it in the budget for next year.

There has been great success with the after school program with Snap Circuit. It is a traveling kit that has to be sent back next week. Laura would like to ask the Friends to fund the purchase of several snap circuit set totaling \$600. Sally made a motion to ask the Friends to provide the library up to \$600 to purchase Snap Circuits sets. Judy seconded the motion & it passed unanimously.

Book Sale

The Art Walk is August 11th. Laura would borrow the Book Sale sign from Franconia and have the sale outside. The following week there is a board meeting and book discussion. The other option is to start it the end of June (30th) and have it over July 4th weekend ending on July 7th. Cheri suggested we do it at the later date as she has been doing the weeding through the fiction books. It was decided that we do the June 30th date and then have the books that don't sell on the carts on the porch the rest of the summer. Trustees will plan set up and run the sale on the Saturday. The library staff will run the sale the rest of the week. Laura will send out a schedule and possibly pull in some of the Friends to help out. The time of the sale will be 9-3. Laura is looking out for ways to get rid of books when the sale is done. She found a person who has a business (locally) selling books and will come and pick them up. He will sell them on-line and give some of the proceeds to the library.

The carpets are being cleaned on July 1. Laura is looking at costs to have the building power-washed. The windows are being cleaned in the next few weeks. Len suggested putting off the carpet cleaning until after the book sale due to patrons coming in and out of the book sale.

Five children (who built a fort out behind the library) came in to the library telling about finding a man behind the library. When a mom came to pick up her child and she called the police. The police talked to the man and he said he picks up garbage and bottles. Laura just wanted to update the board but felt that the kids and what happened off library property were not the responsibility of the library.

Aiden finished up 2 weeks ago. Mary Secor, who is a recent retiree and who is overqualified for the job, has been hired. She wasn't looking for a lot of hours and to date the staff enjoy working with her.

Len asked about having the board look at the long-term plan (sent out a few months ago) and address it at the June meeting.

Len made a motion to adjourn at 8:10 with Sally seconding. The motion passed unanimously.

Respectfully Submitted,

Sara