

Bethlehem Public Library Trustee Minutes – June 11, 2018

Members Present: Doug Harman, Len Grubbs, Sara Plumley, Sally Siren, Nora Clark, & Lisa Ffrench

Librarian Present: Laura Clerkin

Public Present: Barbara Sziedler

Meeting Commenced at 7:00 PM

Meeting Minutes

Sally made a motion to accept minute meetings as written. The motion carried.

Treasurer's Report

The library budget still favorable by \$2449.40. Len stated that the figures are not reflective of invoices that will be incurred. The Children's program got a grant, so money will be paid out to the performers starting and ending the program. The more accurate figure is around \$2100 favorable. Sara made a motion to accept the treasurer's report as written with Sally seconding. The motion carried.

Old Business

No old business.

New Business

At the July meeting the board will be covering Circulation in Policies and Procedures as well as long term the planning. Len made a motion to adopt

the policies covered in our previous meetings under 'Financial Powers of the Board' with Sally seconding the motion. The motion passed unanimously.

HR Committee

HR Committee is sending out the library director evaluation which will be due back August 1st. This will give the board time to discuss the evaluation prior to figuring out the budget for 2019.

Building and Grounds

Nothing new.

Policies and Procedures

Upcoming. See above.

By-Laws

Nothing new.

Technology

Regarding an issue brought up at the May meeting, residential internet speed is the only complimentary speed (per the internet provider). Laura's recommendation is to leave it as is.

There are on-going AV problems in the conference room. They are not able to get the TV/audio to work when groups use the room. The only time they have been able to get it to work is when no one is in the room. Laura has replace the cord and adapter and that helped some with the audio, but now the picture or TV will not work. Laura has done the trouble shooting and she feels that she now needs someone professional to look at the system. Doug felt like the problem is with the box. Sally felt like Laura should reach out to AJ and see if he could take a look at it. If not, perhaps reach out to the company who originally installed it (and has since moved the company to Laconia).

Librarians' Report

The library has 8 patron laptops. Two are defunct and one is problematic. They are 5 years old and the long term plan calls for replacements every few years. Laura has looked and priced laptops and would like to spend about \$1200 for 2 laptop computers. Len made a motion that the board authorize Laura to buy 2 computers using up to \$1200. Sally seconded the motion. The motion carried unanimously.

The cost to power wash the building was \$425 and \$500 for cleaning the windows. Cleaning windows was in the budget but power washing was not. Len said the library can use Lost Book fees, Book sales, etc. to cover the cost. Sally made a motion that the library spend \$425 to power wash the building (or the parts of the building that need power washing). Nora seconded the motion with the motion carrying unanimously. Lisa asked that Laura see the insurance of the people that are doing the power washing (Beautiful Visions). Doug wants Laura to check with April at the town building to see what is required by the town. Laura rescheduled the cleaning of the carpets on July 15 and JA Corey is coming out to do the yearly maintenance of the generator.

Laura is happy with their new employee, Mary.

The Summer reading program begins at the end of the month. Someone will be teaching people how to play the harmonica and another person teaching kids how to do contra and square dancing. The theme of the kids Summer reading program is Our Town Rocks. Laura and her staff are having a theme/promotion of Bethlehem Reads which will include ALL reading (library books, bought, e-books). For every book read a sticker will be placed on a note. A 100 books will fill up a music note. The staff hopes that by the end of the year there will be enough notes for the start of a song.

Len started to put together a calendar together of things that are done on a monthly basis (from a financial perspective).

The annual Book Sale will be on Saturday June 30. The Friends are lending the library their 2 tents but they must be back by Sunday. Set-up will be on June 29. It was proposed that only 5 or 6 tables be set up outside under the tents with the remainder of books in the conference room. Set up is at 4:00 on Friday with taking out the books at 8:30 on Saturday morning.

Len made a motion to adjourn with Sally seconding. The motion passed unanimously. The meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Sara