

## Bethlehem Public Library Trustee Minutes – October 15, 2018

Members Present: Doug Harmon, Len Grubbs, Sara Plumley, Lisa Ffrench, Barbara Sziedler, Nora Clark and Mike Culver [add: Sally Syren]

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 PM

### **Meeting Minutes**

Sally made a motion to accept meeting minutes as written. Len seconded the motion with Nora abstaining (due to absence).

### **Treasurer's Report**

The budget is favorable by about \$1800. Lisa made a motion to accept the budget as written with Sally 2nding. The motion passed unanimously.

### **Old Business**

The town budget meeting moved to October 29<sup>th</sup>.

The HVAC quotes are in, one from Jeff McKay (Littleton) and one from VHV. Both companies looked at the HVAC system and give a quote on yearly maintenance. VHV is more comprehensive and it is also more expensive at \$1354/year. Jeff McKay's quote came in at \$650/year. From looking at the quotes and from the companies coming out, VHV seemed to be more thorough. Mike has had experience with VHV at Garnet Hill, and they are responsive to problems but they know what they are doing. Laura stated that if the furnace would be cleaned this fall, it would be \$675. Sally made a motion that the library go with VHV annually and have the furnace cleaned this fall.

The Town wrote to the library that they would have to find our own propane company (as the library is the only town building that uses propane). Laura

chose to go with Jesse Lyman, who has been bought out by Eastern Propane and locked in a rate of \$1.888/gallon. Len made a motion that we go with Lyman/Eastern Propane. Lisa seconded the motion and it passed unanimously.

## **New Business**

Sally wrote the board and has notified them that effective immediately she is resigning her position as vice chair as she is moving to Florida. Her resignation was accepted. Doug notified the board that we will need a replacement as vice chair, as well as two new board members.

## **HR Committee**

Nothing new to report.

## **Building and Grounds**

Nothing new to report.

## **Policies and Procedures**

The committee is re-doing the policies of government (which will be renamed). The update should be ready for the November meeting.

## **Technology**

The library got 2 new laptops.

## **Finance**

Len sent an e-mail with a copy of the proposed budget. The proposed budget has an increase of \$7100 over the 2018 budget. There are some minor decreases in a few accounts, but most of the increase is in wages and taxes (\$4300). The other significant increase is in computer expense. There is a plan to buy 2 more computers each year. The propane cost did increase .40/gallon. The other is under building/cleaning/maintenance and most of that has to do with the maintenance of the HVAC system. One

unknown is workers comp/property insurance, which the town has not gotten Len the information on that. Doug has not talked to anyone at Town Hall, and the liaison has not met with the Laura/Len regarding the budget. The library are asking the town for 2.7% increase, which is less than inflation (which is at 3%). Wages and cleaning will be the two areas that the board will be questioned about. Len said that we can support the increase, as our staff is still at the bottom 1/3 of the pay scale, even for the North Country. Doug felt that we need to emphasize the positive elements of what the library brings to the town (programming, cooperation with the school). Barbara wondered if it would be helpful to give out a short stat sheet to give out to each board member. Doug agreed with that. Barbara will work with Laura and Len to make a scorecard emphasizing the positives of the library. People in the town think that the library has a big fund stashed aside, which is not accurate. Barbara asked if the small amount we do have is invested in stocks or bonds. Len said it was in savings and NH Public Deposit Investment pool, but that is in safe bonds. Much of the invested amount is not touchable, the library can only spend the ~~principal~~. [add: interest]

## **Librarians' Report**

Laura wanted the Friends to fund the speaker in November (Dustin Pari) who will be talking about the movie 'It's a Wonderful Life' and how it effects everyone. Kathy will run a Gingerbread house contest and would like the Friends to sponsor the prizes. Each year, when the town report comes out it says what babies were born. The Friends would like to sponsor a program in which each baby gets a book with a plaque on it saying it's from the library.

Kathy is trying to get Jan Brett, for March Madness, and the Friends will sponsor that.

Sally made a motion that we accept the funds from the Friends to fund those various programs. Nora seconded it and the motion passed unanimously.

Len made a motion that we adjourn at 7:47 and Sally seconded it. The motion passed unanimously.

Respectfully submitted,

Sara