

## Bethlehem Public Library Trustee Minutes – November 5, 2018

Members Present: Doug Harman, Len Grubbs, Sara Plumley, Lisa Ffrench, Barbara Szeidler, Nora Clark and Mike Culver

Librarian Present: Laura Clerkin

Meeting Commenced at 7:04 PM

### **Meeting Minutes**

Nora made a motion to accept the meeting minutes as written (with noted corrections – adding Sally as present at last meeting and changing principal to interest). Barbara seconded the motion and it passed unanimously.

### **Treasurer's Report**

Len confirmed that the library budget is about \$850 favorable with 2 months left to go. Lisa made a motion to accept treasurer's report as written with Mike seconding the motion. It passed unanimously.

### **Old Business**

Laura has not gotten the insurance rates from the town for next year.

### **New Business**

Laura got a bill from Able Security for their annual alarm monitoring. There seem to be numerous issues with the alarm company. Laura gets many calls for 'closing early', low temp alarms (even in summer) and other seemingly inconsequential alarms. Laura will look into whether eliminating all alarms other than panic and fire will lower rates.

The Library switched propane vendors this year. We were informed that the plastic gas line (from the propane tank to the generator) is exposed (and not covered correctly). In the spring the company (Eastern) will come and dig up the line and replace it. The cost is unknown. As Eastern has acquired Jesse

Lyman, the man who came to appraise things (Steve) was not sure if there would be a cost or not.

### **HR Committee**

No new business.

### **Building and Grounds**

No new business.

### **Policies and Procedures**

The committee should have a new batch of policies and procedure updates to the board by next meeting.

### **Technology**

No new business.

### **Finance**

Nora wondered why there was a check for \$1500 for Laura. They were for 2 new laptops which she put on her credit card and the library reimbursed her for.

The Board talked about doing a warrant article to cover expenses coming down the road (roof, carpet, HVAC, etc). Doug stated that the process is that the library would write a warrant article, get the state attorney to look it over and then get the town to submit it. It was unclear when the warrant article would be due. Doug wants the Building & Grounds committee to look at what the replacement value is (overall) for large items and then go forward with that number.

### **Librarians' Report**

Elaine had a teacher write to her that she heard that the library almost lost everything and that is why the library budget is going up (the feed was not clear in the broadcast she was watching). Laura was able to clarify with the

teacher what the issue was and that the library had a company coming in to regulate the moisture/humidity.

The meetings are recorded by Harry (for Casella) and the Julian, who also streams it live on Facebook. The microphones were not on, which is why the voices were hard to hear.

Laura wondered about filling library board vacancies. Sara wondered who set the number of trustees. Len & Doug thought the town set the number of trustees that the library had. Laura was going to check to see if there was a set number and who dictated that. The VP slot is open and does need to be filled. Nora said she would be willing to take on the position on a temporary basis (through April). Sara made a motion to accept her nomination with Doug seconding. The motion passed unanimously.

On November 26<sup>th</sup> at 6 pm the budget will be reviewed and all department heads will need to be there.

Sara made a motion that the board not meet in December but meet in Jan. (14<sup>th</sup>) unless it is necessary due to budget reworking. Nora seconded the motion and it passed, with Doug abstaining.

Len made a motion to adjourn the meeting at 7:37. Sara seconded the motion and it passed unanimously.

Respectfully Submitted,

Sara