

## Bethlehem Public Library Trustee Minutes – March 11, 2019

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

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 PM

### **Meeting Minutes**

Nora made a motion to accept the meeting minutes as written. Lisa seconded that and the motion passed unanimously.

### **Treasurer's Report**

Len passed out the report. The library's budget is about \$700 favorable. Barbara made a motion to accept the report as written and Mike seconded the motion and it passed unanimously.

### **Old Business**

No old business.

### **New Business**

Barbara asked if the library trustee meeting time could be earlier than 7. Doug brought up the fact that monthly meetings were a fairly new concept and were instituted because of the new construction of the library. Discussion followed about the pros and cons of both meeting monthly and getting budget requirements done in a timely manner. No decision was made.

### **Building and Grounds Committee**

The board has been wanting to do a capital reserve fund. Nora did research about the cost of replacing roof, flooring, siding, A/C, generator and boiler. A 5-year reserve plan would average \$14,500 for 3 years and \$10,550 for 2 years.

The life expectancy of carpet squares is only 5 years. With good care the library can probably get a few more years on the flooring. The flooring will probably be the

1<sup>st</sup> major expense. Discussion was had about the benefit of having a warrant article rather than putting things in the budget. Mike recommended that it go in as a warrant article under building expense. Doug suggested sitting down with the new select board and seeing how they want to go about this. Anything with a life expectancy of more than 5 years is a capital item.

Barbara wondered about having the town repave the parking lot. After some discussion, it seemed like a better idea to have it resealed professionally.

Nora and Lisa asked for additional input on making a list of repairs

### **Librarians' Report**

It was recommended that the library have a liability waiver for the snowshoe pack. Laura wanted the policy committee to look at it and make any suggestions. It was her recommendation that we include in the liability form that the person signing them out assumes responsibility for the others that will be using them. Also, mentioning that the person signing them out not lend them to others. The person signing them out must be over 18. Doug recommended that Laura get the wording she wanted, send it to the Policy Committee and then we can ratify it at the next meeting.

Barbara brought up the spring trustee committee meeting in Concord. Doug recommended having the new trustees attend.

Len made a motion to adjourn and it was seconded by Sara. The motion passed unanimously and the meeting adjourned at 7:34.

Respectfully submitted,

Sara