FINAL

Chesley Memorial Library Trustee Meeting

03/13/2020

Present: Gale Tobbe (GT), Betty Smith (BAS), Irene Kreider (IK), Donna Bunker (DB), and Pat Vaillancourt

|  |  |  |
| --- | --- | --- |
| Topic | Discussion | Action |
| Meeting called to order at 10:20 AM |  |  |
|  |  |  |
| Minutes of 02/18/2020 |  | Clarifications: - Page 1, the motion to approve the minutes was made by BAS and seconded by GT. Motion carried 3-0. Page 2, DB will email the Fire Chief regarding placement of the fire extinguisher. |
|  |  |  |
| Treasurer’s Report |  | Reviewed and discussed |
|  |  |  |
| Director’s Report |  | Reviewed and discussed. |
|  |  |  |
| Expenditure Report |  | Reviewed and discussed. |
|  |  |  |
| Requisitions |  | Signed |
|  |  |  |
| Old Business |  |  |
|  |  |  |
| Accruals |  | DB is reviewing the Accrual Balance Sheet and the numbers are looking better. She now needs to look at what is on the pay stubs and compare. |
|  |  |  |
| Book Carts |  | There are two downstairs to look at and see if we have a preference, or if these would work for us. We need to be sure these are balanced so as not to tip. DB will get a quote from Mark and Kit. Friends are willing to pay for them when we decide. |
|  |  |  |
| Emergency Lights |  | Rick Antoine replaced some, others still to do. |
| Front Door Update |  | GT reported she has the forms to submit our interest in applying for the grant. Oliver has given an estimate of approx. $1800 to do some pieces of the repair and Elf’s, an $1893 estimate for other parts of it. GT is still waiting on an estimate from Lords to refinish the inside of the door. |
|  |  |  |
| Furnace |  | The thermostat was replaced, but it didn’t solve the problem. We have a new furnace in the budget but we’re told this is a project waiting for a public works employee to be hired. We will keep this on our radar. |
|  |  |  |
| Personnel Handbook |  | This is the CML Handbook. Changes were reviewed and adopted. |
|  |  |  |
| New Business |  |  |
|  |  |  |
| Alternates |  | IK will stay on. Thank you! We will check with NH and MW. |
|  |  |  |
| Amazon |  | Our account is now ‘pay by invoice’ and not tied to a credit card. This is a positive change. |
|  |  |  |
| In Force 911 |  | It appears we were the only ones in Town to be contacted to submit documents for Discovery. Thank you DB for providing copies in response to the subpoena, which Heather delivered to the Town attorney, who forwarded them to the requesting attorney. Heather says she has not heard that anything more is needed. |
|  |  |  |
| Memorandum of Understanding Meeting |  | DB will work with Heather to set a time to meet. |
|  |  |  |
| Painting (artwork) |  | Douglas Nicoletti has a painting he’d like to donate to the library. DB will invite him to our next meeting to bring the painting so we can see it, and decide where we could hang it in our limited space. |
|  |  |  |
| Pandemic Policy |  | Many questions. If the schools close, do we close? Bob Young, the Emergency Coordinator has a meeting with the selectmen next week when things may be clearer. |
|  |  |  |
| Security Cameras |  | Epsom, Pembroke, and Barnstead have these already. Could the police give us guidance? We should look into these for 2021 budget. Not clear who will do this. |
|  |  |  |
| Side Door |  | Patron complaint that side door is not handicap accessible. We are not able to change the steps and entrance there. |
|  |  |  |
| Staff Meeting |  | DB needs to have a meeting with her staff. These are difficult to schedule. Trustees approved closing an hour early to have a meeting. |
|  |  |  |
| Trust Fund Information |  | Debra Ward (Holmes) gave us information she had researched and copied on the Library Trust Funds. She did this on her own, without being asked. We will give it to the Trustees of the Trust Funds for their records. |
|  |  |  |
| Rug Cleaning |  | DB received an estimate from a new company to clean the rugs. Estimate is almost equal to what we  pay for Brite Magic, who has cleaned for us for years.  Decision made to stay with Brite Magic, as we are very happy with them. |
|  |  |  |
| Letter to the Selectmen regarding the Masons |  | GT wrote a letter to the Selectmen, letting them know how grateful we are for the support of the Masons over the years. It is possible that a new Masonic Hall could be taxable property. |
|  |  |  |
| NHLTA |  | Check the new conference brochure for information on the spring conference. |
|  |  |  |
| Budget |  | What does our budget look like for 2021? Is there money somewhere for raises? We expect more information will come. There was a department head meeting yesterday but no guidance was offered there. |
| Other Business |  |  |
|  |  |  |
| Non-public session |  | Motion made BAS/GT to go into non-public session at 12:25 pm. Motion carried 3-0. |
| End non-public session |  | Motion made BAS/GT to end non-public session at 12:52 pm. Motion carried 3-0 |
| Next meeting 04/10/2020 |  |  |
| Meeting adjourned 12:55 pm |  |  |
| Respectfully submitted,  Patricia R. Vaillancourt  Recording Secretary |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |