FINAL

Chesley Memorial Library Trustee Meeting

2/18/2020

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

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| Topic | Discussion | Action |
| Meeting called to order at 11:07 |  |  |
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| Minutes of 1/17/2020 |  | Clarifications: - P.1 under Expenditures – DB questioned the 2019 expense deadlines.P.4 - The motion concerning the check that did not clear should contain BAS’s name.GT will dispose of the water barrier.A motion was made by BAS to approve these changes. It was seconded by GT.  |
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| Treasurer’s Report |  | Reviewed and discussed |
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| Director’s Report | The knitting assistance has been changed to drop in. Participants need to schedule with Sharon. | Reviewed and discussed.  |
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| Expenditure Report |  | New and updated version is not available.  |
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| Requisitions |  | Signed |
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| Requisitions | Heather requested from DB that she copy every library requisition and take a copy to town hall.  | The trustees felt this was not necessary since it creates extra work for DB and the selectmen do not oversee the library.  |
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| Old Business |  |  |
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| Accruals | DB spoke with Lisa at town hall this morning. 1. Lisa asked DB to figure out what each library staff person’s accrued time should be.
2. Accrued time from 2019 was not carried over to 2020 even though it was agreed to do so this time.
3. To calculate the accrued time, Lisa suggested those who work 12 hours/week will accrue time for 15 hours/week and those who work 22 hours/week will accrue time for 25 hours/week so that new categories do not need to be created.
 | 1. It was felt that this is an HR responsibility and the trustees will not ask DB to do this.
2. The trustees reiterated the discussion to carry over accrued time from 2019 since the amount of time was not known until Dec., 2019.
3. In order to be consistent, the trustees felt the town should calculate this. BAS made a motion to use the town’s recommendations of rounding up the hours for purposes of calculating accruals for those working 12 or 22 hours/week. It was seconded by IK.
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| Book Carts | The 2 sample book carts arrived today. | DB and staff will try them and decide which ones will work best and how many are needed.  |
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| Emergency Lights | O’Bee’s Electric has not yet come. | DB will send an email to Heather, the selectboard, trustees and Rick Antoine with an update on this situation. |
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| Fire extinguisher placement in the children’s room | No one has come to make a recommendation on repositioning the fire extinguisher by the exit door in the children’s room. | DB will send an email to Heather, the selectboard, trustees, fire chief, and the safety inspector with an update on this situation. |
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| Furnace  | A suggestion was made to replace the thermostats. | DB will call and ask if this can be done, but to put in thermostats that will be compatible with a new furnace.  |
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| Personnel Handbook |  | BAS made a motion to accept it as amended. It was seconded by GT. |
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| Staff party | Feb. 29 at 1 PM at Chesley. | Trustees will provide food and drinks. |
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| New Business |  |  |
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| Book carts (Friends/donations) | The Friends of the Library made a suggestion to put a plaque on a book cart with the name of a person who makes a donation for this purpose.  | BAS made a motion which was seconded by GT to allow the Friends to do this as a fundraising campaign.  |
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| Front door update | GT had Oliver Fifield, the NH craftsman, come to look at the front door. He felt we did not need a new door or sill, but rather putting in a French drain and seal it with a barrier to keep water out.  | GT will get an estimate from Elfs to put in the French drain. She will get a separate estimate to repair the pilaster and door opener and apply for a grant for this.  |
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| Inclement Weather | Shoveling and maintenance issues were discussed. The library has closed four times this winter during winter storms.  | It was decided to keep the current policy DB will call the trustees to check about closing and if the staff will get paid. |
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| Invoice Procedures | Electric, oil and phone bills go directly to the town.  | The consensus was to leave this as is since getting invoices sent to the library would create more work and possibly not allow the library to take advantage of any discounts the town obtains from vendors.  |
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| Letter to Selectmen (to support Masons) | The Masons are concerned that the town may decide to start taxing their building once they rebuild as has happened in some other NH towns. | GT will write a letter to the selectmen in support of the Masons stressing how they generously let the library use their facility without charge. She will ask the Friends to also write a letter. |
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| Oil |  | It was felt there was no need to follow up on this since running out of oil rarely happens. |
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| Trust Funds | One of the trust funds is worded to have its funds used for books at the Northwood school library.  | We will ask the trustee of the trust funds to calculate how much interest we may have received from this trust so we can send it to the school. We also need to ask them to make the school aware of this fund.  |
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| Other Business | None |  |
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| Next Meeting |  | It was decided to keep meetings on the second Friday of the month at 10:15. |
| March 13, 2020 |  |  |
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| Meeting adjourned12:35 |  |  |
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| Respectfully submitted |  |  |
| Irene Kreider, |  |  |
| Alternate Library Trustee |  |  |