

Barrington Public Library
Board of Trustees July 17th, 2018
Approved Meeting Minutes

Present: Lindsey Maziarz, Susan Frankel, Leigh Elliott, Robert Drew, Bridget Rounds (ALT) voting, Sam Boduch and Library Director Melissa Huette

Absent: Traci Bisson, Lydia Cupp, Karolina Bodner (ALT)

The meeting was called to order at 6:05pm

The public meeting minutes from June 19th, 2018 were approved (m/s Sam/Susan) and passed on a voice vote.

The non-public meeting minutes from June 19th, 2018 were approved (m/s Sam/Susan) and passed on a voice vote.

Donations of \$1861.00 were accepted (m/s Robert/Bridget) and passed on a voice vote.

Public Comment: Melissa stated she received an email from John Scruton that Peyton Goodell is the new Deputy Tax Collector/Revenue Clerk as of July 23rd, 2018.

Treasurer's Report was accepted (m/s Robert/Lindsey) and passed on a voice vote.

Friends update: The meeting day has changed to the fourth Wednesday of each month meeting at 7pm so that the Friends will be able to meet in the children's room. There is no meeting for the Friends in July.

Outreach: outreach event held during town recreation kids soccer practice on June 25th, 2018 at the Middle School soccer fields was a success. Lydia and Leigh set up a table with raffle baskets to help inform families of the summer reading program and library events.

Upcoming outreach event suggested by Melissa is the Touch a Truck program slated for 7/26/18. Town employees such as police, fire safety and highway departments will be on hand to display their vehicles for children to explore.

Melissa suggested that providing lunch to the volunteers would be a positive gesture to help promote goodwill and support for the library. The board was in favor of pursuing this. Discussion regarding which account the funds to cover sandwiches and drinks would come from were had. It was decided that up to \$100 from the Program Fund should be expended for the lunch items to be purchased, in a motion made by Sam, seconded by Lindsey and passed on a voice vote. Lindsey and Leigh offered to help man the table during the event.

Robert suggested another outreach opportunity could be the monthly Barrington chamber breakfast at Nippo Lake Golf Course. This would also be a good opportunity for the Foundation.

Foundation update: Sam stated that the community phase of fundraising efforts will begin once \$400,000 has been raised. Leigh stated concern in waiting until that time in order to use the amount of time we have in the next 7 months before the March elections, to gain as much public support as possible. Sam explained that we are following the plan that Sandi Mitchell has implemented and that this time is needed to build larger donations before the community phase begins.

Sam stated there is a need for volunteers to participate in the business sub-committees formed within the Foundation. These committees would need 1-3 hours of time per month and meet before the Foundation meetings each month. Volunteers are needed to help prospect area business owners who may be able to commit donation services, materials or time during the construction of the new building as well as fitting the structure with supplies and services. Help is also needed in generating ideas for promotional events and opportunities for the Foundation.

Directors Report: the summer reading program has its closing show is 8/18/18 and Melissa needs 2-3 volunteers to scoop ice cream. Lindsey and Melissa can both assist.

The event calendar and registration module the library uses will no longer be available come September. The choice is to replace the module are either Assabet (\$800 module & \$300 set-up fee) or Eventkeeper (\$900 total). Assabet is the better choice as it has better compatibility with our software and has options to be added on such scheduling the meeting room

for events. A motion is made by Robert and is seconded by Lindsey to spend up to \$1100 to purchase Assabet from the miscellaneous fund, this passes on a voice vote.

Step increases as well as COLA (1%) increases were approved by the Select Board at the July 9th meeting.

A rough draft of the budget is presented. The Foundation members are working on determining amounts for the new buildings related line items. The board recommends that Melissa review some of the items listed with Susan and Peter Royce.

The photocopier lease is up for renewal in February 2019 Melissa would like to move forward with a lease offered by Seacoast Business Machines as they are the best deal compared to other vendors. The impact would be \$129 per month for the new copier plus \$25 a month for service for a total of \$154 per month this is a \$30 increase from last year's budget.

Two more drafts of the budget will be provided before the budget meeting in October this year.

Melissa inquires if line 4560 for Conferences and Training (\$325 in this draft) should be increased to enable all trustees to attend the NHLTA conference in the spring of 2019. Typically, 5 to 6 trustees plus the Director attend the conference each year, \$75 per person respectively. It is suggested to budget for five people to attend the conference with a slight increase to accommodate likely rise in cost.

Melissa also inquired about extending membership to the NHLK for Wendy and David to include New England as well. This would be an increase of \$15 per person, per year. The board agrees that if Wendy and David both felt that they would utilize the extended membership and found it valuable that it would be approved.

Melissa inquired if she should pursue obtaining quotes for a simple exterior surveillance system general consensus of the board at this time is no.

Old Business: Susan compiled a director's performance review policy draft for the board to review. The board will review independently and inform Susan of any grammatical edits that are needed.

New Business: Library policies are in need of review and update the staff has asked for this to be done and Lindsey would like to make this a priority for the board. Also included in policies update will be job descriptions for staff. A list of policies to be updated will be discussed at the August meeting.

The review of the board of trustee investment policy review will be tabled for discussion until the next trustees meeting.

Melissa will also forward the emergency protocol policy to Lindsey and she will forward it to the board to also review for the August meeting.

The board supports the professional development for the Director. Melissa will investigate opportunities for workshops and or conferences to further develop managerial and professional skills.

A motion is made (m/s Lindsey/Sam) to move to non-public session at 8:25 PM RSA 91-A:3, ll(a,b,c), and passed on a voice vote.

A motion to return to public session is made (m/s Sam/Susan) at 8:43 PM and passed on a voice vote.

A motion to adjourn is made (m/s Sam/Lindsey) at 8:44 PM.

Next meeting August 21st, 2018

Minutes recorded by Leigh Elliott