

Barrington Public Library  
Board of Library Trustees Meeting  
January 15, 2019  
Approved meeting minutes

Present: Trustees: Lindsey Maziarz, Lydia Cupp, Robert Drew, Leigh Elliott, Sam Boduch (arrived at 6:05), Bridget Rounds (alternate Trustee voting), Susan Frankel, Melissa Huetter ( Library Director), and George Bailey (Select Board representative)

Absent: Traci Bisson, Karolina Bodner ( alternate Trustee)

The meeting was called to order at 6:03

The public meeting minutes from the 12/18/2018 meeting were approved, in a motion by Susan and seconded by Bridget ( Leigh abstained as she was not in attendance at the last meeting) and passed on a voice vote.

Donations of \$199.00 were accepted in a motion by Lydia, and seconded by Sam , and passed on a voice vote.

Public Comment:

1. George Bailey gave an update on the Monday select board meeting. The board has approved the new public library warrant article to be third on the March town voting ballot. The select board in attendance on Monday night also agreed to include the words approved by the select board. George mentioned this is usually in bold writing. George said this could also include approved by the ABC and Trustees. The inclusion of the approval of the Trustees to the ballot was discussed as some Trustees hadn't seen this language on previous ballots. Lindsey will check with John Scruton on this.

Treasurer's report: Susan sent out the reports by email and she presented the reports. Sam made a motion to accept the Treasurer's report, and Robert seconded, motion passed on voice vote.

BPL Project (New Library) Update:

1. The warrant article and bond request has been submitted for \$3,992,641.00.
2. The Foundation has to date raised over \$448,271.00. The Foundation is in the community phase and continues to seek donations from both individuals and businesses. A number of fundraising events are planned including the Village Barn donating 10% of hat sales during the month of January. Please check the Foundation's website for other upcoming fundraising events. The Foundation is also seeking in-kind donations for the building project.
3. Lindsey gave a recap of the Bond Hearing meeting. She is working on updating the power point presentation she presented at the Bond Hearing for the Deliberative Town Meeting. Lindsey was asked if her presentation could be available online and on social media. There was a discussion if this could be available on the Foundation and Library websites. Melissa mentioned it could be under the Trustee section on the Library website. Lindsey will check on the process of having her presentation online.

4. A Facebook video series is being worked on by Traci and Leigh. Trustees are encouraged to share these postings on their own social media accounts. The focus will be answering questions the Town may have on the new Library project. Leigh is also looking for letters of support from Barrington residents for the new library.
5. Edward Jones- Future Home of the Barrington Public Library sign- David Ranson of Edward Jones is donating the sign for the site of the New Library.
6. The new brochure/poster for the new library project was reviewed. A discussion about redesigning the poster will be brought up at the next Community Outreach meeting on 1/24/2019 at 6:30 at the Library.
7. The Recreation Department will be posting information on the new library building project in their newsletter.
8. Bauen Construction's contract is signed. Susan will receive a copy for her records.

#### Friends Update:

1. Friends liability insurance: Robert looked into costs for liability insurance for the Friends. His research indicated yearly insurance would not be cost effective. Susan will attend the next Friends meeting to discuss the issue and the possibility of Trustees sponsoring the events. The issue will be discussed at the next Trustees meeting in February.
2. Books in Bloom- Lydia shared the event will take place from March 20<sup>th</sup> when arrangements will be made at the Bloomers meeting at 6 or 6:30. This is a joint venture of the Friends and Bloomers. Melissa mentioned she and Wendy will be creating an arrangement for the Library. The arrangements will then be on display from March 21 to March 23<sup>rd</sup> with library patrons voting on their favorites. On March 23, the arrangements will be auctioned off at a silent auction, final voting will take place, and refreshments will be served. All are welcome to participate.

#### Director's Report:

1. Melissa shared library statistics.
  - 16 new patrons
  - 2,964 patrons came in
  - 4,064 items checked out
  - 771 Overdrive audiobooks and Ebooks used
  - 158 Hoopla users (TV, movies, books, audiobooks)Melissa also shared statistics for 2018 that will be included in the Town Report.
2. Magazines- Melissa mentioned she received notice that some current magazine subscriptions are being discontinued in print or in their entirety. She is wondering if she should shift focus to offer print magazines that are NOT available through OverDrive or be more selective on what the Library offers in print. Leigh suggested in a future Library newsletter taking a survey of the patron's preferences.

3. New Copier- The new copier was delivered on 1/11/19 by Seacoast Business Machines. The model is much more efficient and the changeover has been smooth with just a few glitches that is being worked on by David.
4. Staff- Library staff members are working on their self-evaluations which need to be back to Melissa by 1/28/19. She will complete staff reviews during the first two weeks of February. These will be presented at the next Trustees meeting in February.
5. Melissa shared upcoming and some new programs at the library. A new program is a cribbage club which is every Monday at 12:00. The Wee Reads programs are all full but the Friday program. The NH Humanities have increased their program offerings. Some upcoming programs will be 4/3 Darby Field and the "First" Ascent of Mount Washington presented by Allen Koop. In July, Big House, Little House, Back House, Barn: The Connected Farm Buildings of New England. Melissa is looking for a local historian to show the presenter, Thomas Habka, around town to view Barrington's connected farm buildings.

#### Old Business:

1. March Election- Leigh and Robert's terms are expiring. They are both planning to run again. The filing period is between January 23-31. The Trustee sponsored Candidate Forum is February 21<sup>st</sup> at the Middle School multipurpose room from 7:00 to 8:30 PM. The Meet and Greet at BPL is Saturday March 9<sup>th</sup> from 12:30 to 2:30. Lydia will ask the Friends to provide refreshments for the Meet and Greet.
2. The Library Director's annual review was discussed. The committee which consists of Sam, Susan, and Bridget has met twice. There are three parts to the process; Trustee review, self review, and staff review. Melissa has her self review and the staff will receive their forms. Wendy will pass their reviews of Melissa to Sam. The committee will bring a draft of their report to the February Trustees meeting.
3. Power Outage policy- The policy regarding library facilities and operations was reviewed. Lindsey suggested looking at all of the policies not just the power outage policy. The goal is for Melissa to look at the Library's current policies and make recommendations to the Trustees at our February meeting. All Trustees should review the policies and send recommendations to Melissa by February 12th.
4. The HeartStart AED in the library is under a safety recall. The current AED is functional. A new one because of the recall would be at a reduced rate of \$475.00. A new AED machine would cost approximately \$1,275.00 on Amazon. January update: Robert has made a contact and will continue to look into getting a new one donated.

The meeting was adjourned at 8:05 by a motion made by Lydia and seconded by Susan and passed on a voice vote. The next meeting will be February 19<sup>th</sup> at 6:00 at the library.

Notes taken by Lydia Cupp Secretary

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