

Barrington Public Library
Board of Library Trustees Meeting
November 27, 2018
Approved meeting minutes

Present: Trustees: Lindsey Maziarz, Leigh Elliott, Lydia Cupp, Robert Drew, Traci Bisson, Sam Boduch, Bridget Rounds (alternate Trustee voting), Melissa Huette (Library Director)

Absent: Karolina Bodner (alternate Trustee), Susan Frankel, and George Bailey (Select Board representative)

The meeting was called to order at 6:03

The public meeting minutes from the 10/16/18 meeting were approved, as corrected, in a motion by Robert and seconded by Robert (Sam and Leigh abstained as they were not in attendance at the last meeting) and passed on a voice vote.

Donations of \$146.14 were accepted in a motion by Sam, and seconded by Robert, and passed on a voice vote.

Treasurer's report: Susan sent out the report by email and Lindsey presented the report in Susan's absence. Sam made a motion to accept the Treasurer's report, and Lindsey seconded, motion passed on a voice vote. Lindsey reported that Susan reminded all that invoices need to be paid by the end of the year. Melissa mentioned that she had received a bill from the Chamber of Commerce for \$50.00. She believes this bill was meant for the Foundation as the Library is not usually charged as a town department. Melissa will check on this issue.

Foundation Update: Traci Bisson gave an update on the Foundation. The Foundation has to date raised over \$427,000.00. 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 buttons being sold at the Soirée on 11/30, an event at Panera on 12/12, and an after hours event at the Chamber of Commerce monthly meeting.

Building Committee Update:

Bond Update: Jillian McNeil from NHMBB sent Melissa the bond application to update. Melissa and Lindsey have been in communication with Renelle L'Huillier regarding the final wording of the warrant article/bond request. The final numbers and wording for the bond are due no later than December 10th.

Building Update: Jason's sketches based on the feedback from all 3 presentations have been sent to Bauen Construction to get a final construction price.

Select Board request- The Trustees discussed the Select board request in regard to future warrant articles for the library. Lindsey will send a reply to the Select Board.

Friends Update: Lydia shared that the Friends are continuing their Fall events. Just Desserts and the voting book sale were successful events. The Friends will be selling Fall Raffle Basket tickets at the Soirée on 11/30 in the Christmas Dove. The raffle baskets will then be at the library until 12/8 when the winners will be drawn.

Director's Report:

1. Melissa shared library statistics.
 - 38 new patrons
 - 3,487 patrons came in
 - 5,008 items checked out
 - 806 Overdrive audiobooks and Ebooks used
 - 161 Hoopla users (TV, movies, books, audiobooks)
2. Free Narcan for libraries was discussed. Emergent Biosolutions will be offering all public libraries a carton (2 doses) for free. Discussion was on liability and responsibility issues of having Narcan available on library premises. Melissa will check with the Barrington Police and Fire Chiefs for their thoughts on the issue. She will also check with other public libraries, and perhaps use the ListServ and inquire with the NHLTA. Melissa will report back next month on this issue.
3. 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. After a discussion, Melissa and Robert will look into getting a new one donated.
4. Gifts for volunteers at the library was discussed. A number of options were discussed such as maple syrup from a local provider, Stonewall Kitchen items, and gift cards. Melissa will make the final decision. Sam made a motion to authorize Melissa to spend up to \$200.00 from the miscellaneous fund to purchase volunteer gifts, Lindsey seconded, and this was passed on a voice vote.
5. Technology Fund Request- Sam made a motion to approve the purchase of equipment from the Technology Fund to update the Barrington Public Library's server and server software (Microsoft Office update also included) not to exceed \$2,200. Robert seconded, the motion passed by a voice vote. A second request to purchase a laptop or 2-in-1 tablet and docking station for the director not to exceed \$800.00 total from the Technology Fund was made in a motion by Robert, and seconded by Bridget, the motion passed by a voice vote.
6. Personal hygiene concerns at the library were discussed. Melissa will check on policies other libraries have in place and possibly reach out to Community Partners too.
7. Library hours will be changed on 12/15 (adjusted hours 11-4) for the food pantry Christmas basket distribution day. This will be discussed at the December meeting to see if the change of hours need to continue in the future.
8. Melissa will include the Library's privacy policy in the December newsletter.

Old Business:

-A recap of the November 8th information session and staff presentation was discussed.

-A discussion on Melissa having regular library staff meetings was discussed. After the vote in March, if the budget passes, the addition of desk clerk staff hours will allow overlap of all staff. Melissa will then look at options for staff meetings and report back to the Trustees.

-The annual holiday party was discussed for library staff, Trustees, and Friends of the Library. Traci Bisson is hosting the event. The date is December 15 at 7:00.

-March elections were discussed in regard to Trustee openings.

New Business- Melissa would like a procedure for power outages. This was discussed and Melissa will research the issue further and report back.

Lindsey will assign a Library Director's annual review committee at the next meeting. Sam will send the policy out to all Trustees.

The meeting was adjourned at 8:23 by a motion made by Robert and seconded by Lindsey and passed on a voice vote. The next meeting will be December 18 at 6:00 at the library.

Notes taken by Lydia Cupp Secretary

2018 -November 27- Approved Trustee Minutes – stb edits.docx