

Barrington Public Library  
Board of Library Trustees Meeting  
August 20, 2019  
Draft meeting minutes

Present: Trustees: Lindsey Maziarz, Lydia Cupp, Robert Drew, Traci Bisson, Susan Frankel, Karolina Bodner, Melissa Huetter (Library Director), and George Bailey (Select Board representative)  
Guests: Matt Katchaluba, Jean Bailey, Heather Medina, and Virginia Schonwald

Absent: Leigh Elliott (Trustee)

The meeting was called to order at 6:35 with welcoming remarks by Lindsey and guest introductions were made. Lindsey and Susan also reviewed the role of the Trustees board.

The public meeting minutes with edits as noted from the 7/16/19 meeting were approved, in a motion by Robert and seconded by Susan, and passed on a voice vote.

Donations of \$442.11 were accepted in a motion by Lydia, and seconded by Karolina, and passed on a voice vote.

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

Director's Report:

1. Melissa shared library statistics.
  - 39 new patrons
  - 5,656 patrons came in
  - 6,302 items checked out
  - 935 Overdrive audiobooks and Ebooks used
  - 167 Hoopla users (TV, movies, books, audiobooks)
2. Melissa introduced Adam Shalger the new IT /Circulation desk employee to all in attendance. Adam shared his background and experience with the group.
3. Technology plan and request of funds- Melissa met with Back Bay Networks and following the Library Technology Plan requested that the Trustees approve to expend up to \$7,000.00 from the Library Technology Fund to cover the costs of upgrading the staff server, equipment, and wireless systems as well as purchasing a new lap top computer. Susan made a motion to approve the request, Lindsey seconded, and all voted in favor, the motion passed by a voice vote.
4. Budget- Melissa reviewed the Library Budget. The Budget needs to be in to Conner McIver, Town Manager by September 9. Melissa sees about a 3% increase over last year's Budget. Some increases were in the areas of building maintenance, digital materials, conference fees, and dues and fees for organizations. Melissa is still working on the Budget and a special meeting of the Trustees may be called to review the Budget before our next scheduled meeting on September 17<sup>th</sup>. A discussion about making the entry of the Library ADA compliant was discussed and how to put this in the Budget. George Bailey recommended Melissa speak to John Huckins, the Town

Code Enforcer. The language for the project is called an Entrance Package.

5. Melissa and Susan have been researching salaries at other Libraries in the State of New Hampshire.
6. Melissa asked for funds for a luncheon for Ally whose last day is 8/23/19. Ally has been filling in for the Desk Clerk position for the Summer. Lindsey made the motion to use Miscellaneous Funds up to \$100.00 for the cost of the luncheon. Karolina seconded, and the motion passed by a voice vote.
7. On September 10<sup>th</sup> from 9-11 there will be a Meeting Room policies workshop with Lori Fisher ( Administrator of Library Operations/Assistant State Librarian at the NH State Library). The meeting will be hosted at the Strafford Library for SILC members and Trustees. Lindsey, Susan, and Karolina expressed an interest in attending with Melissa.
8. Open Positions- Melissa is in the interview process for a new desk clerk as well as a new custodian. This will be discussed further in a Non-Public session.

#### Public Comment:

George Bailey commented that when the Budget process starts in September the ABC will be using a new format. Questions they may have about budgets will be available before the scheduled Budget meeting.

#### BPL Project (New Library) Update:

1. The Foundation needs about \$5,000.00 to reach the fundraising goal of \$500,000.00
2. The Building Committee has been meeting.
3. The next meeting will be held at Lois Lane on September 10, 2019. The Foundation Leadership will meet from 6:00-7:00 and the Foundation Community meeting will follow from 7:00-8:00.

#### Friends Update:

The Friends did not have a July meeting but will be meeting next Wednesday the 28<sup>th</sup> at 7:00 in the Library meeting room. All are welcome to attend. The next event will be the Just Desserts Event on November 2<sup>nd</sup>.

#### Old Business:

1. Melissa is still waiting to hear about the delivery of the surplus books from the Library of Congress. Congressman Pappas may make the presentation when this occurs.

#### New Business:

1. Angie Turini of Ferguson's contacted Melissa that the Library will be the recipient of funds from a Building Expo the company is hosting. Melissa will be using the funds for materials for story times at the Library.

#### Non-Public Session based on RSA 91-A:3

Motion was made at 8:04 by Lindsey and seconded by Susan and passed by voice vote to enter into a non-public session. The motion to leave the non-public session was made at 8:40 by Lindsey and seconded by Karolina and passed by a voice vote.

The meeting was adjourned at 8:45 by a motion made by Lindsey and seconded by Karolina and passed on a voice vote. The next meeting will be September 17th at 6:30 at the library.

Notes taken by Lydia Cupp Secretary

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