

Barrington Public Library  
Board of Library Trustees Meeting Minutes    APPROVED  
September 17, 2024

**Present:** Trustees: Chair Susan Gaudiello, Lydia Cupp, Susan Frankel, Karolina Bodner, Melanie Haley, Ezra Hodgson. Trustee Alternates, Richard Campagnone, Library Director Liz Bolton. Public member, Diane Madariaga.

**Absent:** Trustee Robert Drew, Trustee Alternate Karen Towne, and Select Board Representative Dannen Mannschreck.

The meeting was called to order at 5:30 pm. Susan announced that Richard will be voting in place of absent Trustee Robert Drew. Diane was welcomed with introductions by all present.

Lydia made a motion to accept the August 20, 2024 Trustee minutes with edits, seconded by Susan F. and the motion passed.

Ezra made a motion to accept the August donations of \$49, seconded by Susan F., and the motion passed.

**Treasurer's report:** Melanie presented the August financial report including updates on the renewed TD Bank CD. Lydia made a motion to accept the Treasurer's report, seconded by Ezra, and the motion passed. It was decided that the Board would continue to vote to accept the Treasurer's report, even though Robert's Rules of Order do not require it.

**Select Board Liaison:** Dannen was absent.

**Director's report:** Liz discussed the reasons for revisions made to the 2025 Library budget. Due to rises in contract fees and utilities, this budget will increase from the 2024 budget by 9.2%. This figure may fluctuate as more projected costs and new building owner responsibilities are determined.

The staff member absent for medical reasons has returned with a modified schedule and is now able to resume her full work hours.

**New business:** The Board discussed the MOU (Memorandum of Understanding) with the Town that needs to be updated. Susan and Liz met with Conner Monday, and Conner sent a new draft with proposed revisions, which was forwarded to trustees Monday evening. Discussion followed, with all trustees concerned with the town's proposal that the trustees cede much of their governing independence to the Select Board. A subcommittee was appointed to include Richard, Melanie and Lydia (committee chair) to review the MOU and present their recommendations to the Board at the October meeting. They will review the trustee authorities as set forth in the RSAs, plus NHLTA and other policies to guide their review.

Trustee vacancy: Susan Frankel has resigned as Trustee effective after this September trustees meeting and so notified the Town Clerk. Ezra made a motion to recommend Richard to the Select Board to replace Trustee Susan F., seconded by Melanie, and the motion passed.

**Library Building Project Update:**

Susan presented an overview to the Board based on the September 5 Building Committee minutes, which were sent electronically to the Board for review.

- The DOT granted a Change of Use permit for the entrance to the new library from route 125 from health center to municipal building.
- SMP Architects and Bauen Construction are making final changes to the building design.
- Bids from subcontractors are due to Bauen by Sept. 30 and contracts for all subcontractors will be reviewed and approved by Bauen by Oct 10<sup>th</sup>. This will help to finalize the building cost estimates.
- Liz, Susan G. and Colin Williams will oversee the construction process and report back to the monthly Trustee meeting.
- Susan F. made a motion to authorize this construction team to approve Change Orders that may occur up to \$15,000, seconded by Ezra, and the motion passed. Cost increases over this amount will need to be approved by the Trustee Board.
- The Library Purchasing Policy needs to be revised and updated to replicate the town purchasing policy. Susan will present a revised policy to the trustees in October.
- Owner's responsibilities: The telephone and security systems will be installed thru the same vendors as the Town for conformity.
- Current furniture, fixtures and equipment are being evaluated to determine what can be transferred to the new building. Purchase of new furniture, bookshelves and other items must be approved by the trustees, not the Building Committee. SMP stated that any new furniture must be ordered by February to arrive in time for the new library opening.
- Funds for eventual solar installation are being raised by the Foundation with no cost to taxpayers. The roof and electrical wiring needed for solar installation have been included in the construction budget managed by Bauen.

#### **BPL Foundation report:**

A grant of \$15,000 from First Seacoast Bank FSB has been received which will be paid in installments of \$5000 over 3 years.

More donations are anticipated from the Friends and supplemental funds may also be needed from the Trustee account. Trustees will make that decision when more information on costs and donations is received.

Cynthia Hoisington, Foundation treasurer, applied to the Lottery Commission to participate in charitable gaming and that approval has been received. The Foundation will pursue an agreement with a casino, likely a new one opening in Ossipee, to receive a portion of their revenues for 10 days/year.

#### **Old business:**

The custodian has had frequent absences resulting in the staff sharing cleaning tasks.

\*Negotiations have continued with Citywide Custodial Services to develop an acceptable contract. Susan F. made a motion for Richard and Susan G. to review the custodial contract and develop an acceptable indemnity clause, seconded by Ezra, and the motion passed.

**Friends report:** Lydia reported that the Friends annual Mums Fundraiser generated \$1,071. This included the sale of 18 plants oversupplied and donated by Wentworth Greenhouses.

**Nonpublic Session:** Ezra made a motion to go into nonpublic session at 7:20 according to RSA 91-A:3, Ilc, seconded by Susan F., and the motion passed unanimously with a roll call vote.

The Trustees returned to public session at 7:55.

Susan F. made a motion to seal the nonpublic session minutes indefinitely, seconded by Lydia, and the motion passed unanimously.

Richard made a motion to adjourn at 7:58, seconded by Ezra, and the motion passed unanimously.

**Next BPL Trustee Meeting October 15, 2024 5:30pm**

Minutes recorded by Karolina Bodner, Secretary