

## Library Minutes Feb. 4, 2014

Present:

Beth Cernek  
Lynne Chadwick  
Becky Harrington  
Shannon Storm  
Heidi Thoma  
Carrie Thomas

The board welcomed Tom Schamberg and Dan Sundquist to the meeting. Minutes from the Jan. 7th meeting were approved with one correction.

Beth reported that she had received one septic system bid from Laith in Henniker and one other partial bid. She also has calls out to Chris Rowe and another contractor for more bids. The Laith bid came in at \$16,000 to replace the current 300 gallon tank with a new tank and to install a new septic field in the front lawn area of the library.

Dan Sundquist examined the new septic design and the Laith bid and said they both looked good. The septic fields will be located in about the only safe place to put them given the water wells in the area and the brook next to the property. The system will need a pump to move the water from the tank into the fields and we will probably need some grading of the lawn area out front. He said that the budget committee seemed prepared to allow us to bring forward a warrant article asking for \$18,000 at town meeting on March 12. Given the fact that the current septic system is totally out of compliance with all state and federal regulations, we have a strong case to ask for a replacement system. All the trustees are prepared to go to the budget committee meeting on Thursday, March 6 to discuss/defend this proposal.

Beth reported that the GFI (ground fault interrupter socket) has been installed in the kitchen. We also have a new 5 gallon water heater. She has spoken to Ray about the well head and it seems like we will need to have that raised in order for the well to continue to function properly. Becky mentioned that the pump sometimes loses its prime. Beth will seek additional clarification from Ray about reasons that this might be happening. Beth ordered two radon test kits which should arrive soon.

Becky reported that the checking account balance is the same as last month. The town auditors have come in to look at the books. It was confirmed that the \$1,085 bill from Henniker Septic will be taken from the Library's 2014 budget, not from 2013 funds.

Heidi gave her monthly report and provided print copies. Some highlights include:

- They love the new hot water heater!
- Sara Blake has filed for the vacant trustee seat and she is a CPA so can take on the treasurer duties from Becky
- Heidi wrote a Rotary grant for \$150 to fund an author visit and got it. Also a \$25 donation from Arctic Dreams. The Trustees voted to accept these funds.
- She attended the ALA midwinter conference in Philadelphia and will be sharing some of the information with the board over the next few months.
- They are continuing to weed the collection and send books to Better World Books.
- Seth helped to move one of the children's area bookshelves and put it on top of another set of shelves so we have a nice display area now. The picture books were moved to wider shelves on the side wall and the biographies are now being reorganized and reshelved downstairs.
- The Sutton kindergarten will be returning to the library for programs after the Feb. break and an author, Kate Alcott, will be visiting Sutton on March 5<sup>th</sup> and discussing her book, *Daring Ladies of Lowell*, with the public and with the 5<sup>th</sup> grade classes.
- The book discussion group and the game nights have been very popular.

- Heidi is working with other Sutton groups to start planning the Celebrate Sutton week long event next summer.
- Heidi mentioned the need for bookshelves behind the circulation desk and will investigate places to sell the old wooden card catalog.
- Jen is making a dragon “open” flag for the Library.

Heidi also mentioned that the town budget committee might want the library to further reduce their budget. She offered that we could cut \$250 from the advertising budget as we did not need to advertise for the library director position after all. The board discussed this option and decided to leave the advertising funds intact as they may be needed for the Summer reading program, Old Home Day events or other advertising needs.

Shannon asked if the group wanted to apply for funds from Mascoma Bank. Heidi suggested that we could request money for books and DVDs. She will discuss this with Jen and forward a wish list to Shannon for inclusion in the grant request. The state library also has a grant program called “Kids, Books, and the Arts” to get money to pay a “big name” performer to come to the library during the summer reading program. Heidi will discuss the opportunity with Jen to determine if the Library wants to apply for these funds.

Shannon has some sample policies and patron applications for delivery of books to homebound people. She will review these with Beth and report back in March. Some libraries just hang the book bag on the door handle and avoid having to enter the house and incur extra risk.

Shannon mentioned that any leftover meeting room grant money should be spent for meeting room or bathroom upgrades. Heidi said that replacing the lamps would be a good idea but a baby-changing station is not needed.

Shannon also mentioned that when we write a future warrant article, we might want to name the Library Trustees as “agents to expend” the funds in order to ensure that the library trustees are able to pick the contractor and execute the operation without having the select board do it for us. When we want to replace a library function or system, this might be a better plan.

Shannon will ask Laurie Hayward about the scheduling of CIP/Sutton Master Plan meetings. She is willing to be the Library’s representative if her schedule allows.

Shannon reported that Terry Knowles (NHDOJ, Charitable Trusts Unit) recommends that only one or two Trustees get involved in the forming of a “Friends of the Library” group. If a majority gets involved, then a quorum is reached and the Right-To-Know law must be followed for all meetings and expenditures. The advantage of having the Friends group as a separate 501(c) (3) charity is that money can be kept from year to year and is not part of the Town’s budgeting process. The disadvantage is that the group must file an income/expenditure statement with the IRS each year.

Beth will take over the job of posting meeting notices before each month’s meeting.

Pending action items for March 2014 meeting

- Becky will create a binder of building maintenance information
- Heidi will put up signs so patrons know water is available and not to drink from tap
- Beth and Shannon will review home book delivery application sample and policy draft
- Beth will ask Ray about reasons the pump is losing its prime
- Heidi will discuss with Jen and forward a material wish list to Shannon for inclusion in a Mascoma Bank grant request
- Need to discuss ADA policy draft
- Need to discuss forming a Friends of the Library group
- Need to formulate a list of long-term library goals and craft a Mission Statement
- Group needs to review building CIP document and list any other anticipated maintenance needs
- Need to confirm that a paper copy of Jen’s review was placed in her personnel file

- Need to plan an Open House and invite bank representatives

The next meeting will be on March. 4.