

Library Minutes April 1, 2014

Present:

Sara Blake
Lynne Chadwick
Becky Harrington
Shannon Storm
Heidi Thoma
Carrie Thomas

Tom Schamberg, NH representative for Wilmot and Sutton attended the meeting.

The Library Board welcomed Sara Blake as our new trustee and appointed her as the Treasurer to succeed outgoing trustee, Becky Harrington. Sara will go to Sugar River bank soon to sign the paperwork so she can take over writing checks for the library. The board also decided to appoint Lynne (Elinore) Chadwick as the second signer in case Sara is not available.

The board considered several names for our other vacant trustee position (and chair) to replace Beth Cernek. Kathy Gill, Kate Lamson, Neill Chadwick, Dinah O'Neal and Laurie Hayward were all mentioned and Heidi will talk to some of them in the coming weeks. Hopefully we will find a suitable and willing candidate by the May meeting. The Trustees voted to accept any of the 5 candidates and to allow Heidi to submit the candidate's name to the Select Board for appointment.

Carrie Thomas agreed to continue serving as Secretary.

Heidi presented her report which highlighted several successful programs in the past month: an author talk which was a joint venture with Muster Field farm and the Historical Society, a pot luck dinner before town meeting, and an Acting Workshop with a musical presentation. A couple of the programs had to be held at the North Sutton Church as there is not much seating space at the library and the library is not ADA accessible. There are also some concerns among patrons about lingering mold issues in the library. We may need to augment our programming budget of \$500 as it costs \$35 each time we use the church. Shannon will submit a grant request to Mascoma Bank to request coverage of rental fees for these offsite library events. Becky reported that we need a transmittal letter each time we use the church as they do not send out bills (it is considered a donation) but the town hall needs an invoice for each check which is issued.

Heidi reported that the Cernek Memorial fund currently has \$8090 in it. The money has been added to our regular checking account but we will keep track of it separately. Heidi is starting a spread sheet of donors so she and Lynne can send out thank you letters and we will wait until July when Beth's family returns to decide what to do with the funds. Some suggestions were: a picnic table, a stone table or bench, new flooring for the basement meeting room, flowers and landscaping for the front yard of the library (possibly to cover up the septic field area). Other groups in town are also considering memorials to Beth and Heidi will be the library point person to help them decide what to do.

The board considered Heidi's new Special Collections Research Form and accepted it with one change – take off the license number. She also reported that she will be going to the KRHS tomorrow to showcase our databases and ebooks for the students. Jenn gave a reading at the school and there is interest in starting a middle grades writers club. Heidi has started a log form and an online project tracker for the volunteers who are now coming in on Saturdays instead of Wednesdays and getting a lot done. She may start working with student volunteers soon although she will need to fill out some legal paperwork first. Shannon will forward information about the relevant youth volunteer Dept. of Labor regulations. Heidi submitted the annual NH public library survey on time.

Heidi filled out a “Kids, Books and the Arts” grant to bring in a science presenter over the summer. She is also considering hiring a Montshire traveling science exhibit in a tent on June 21 to be set up at Muster Field farm during June Jam. She is working with the Sutton Historical Society and other groups to plan the Celebrate Sutton week in August around Old Home Day. Other programs coming soon include having the KRHS Poetry Out Loud finalist come to the library on April 28 and possibly sponsoring a Reads to Go kit with the state library for Jenn Carson’s new book, *Hapenny Magik*. The summer reading calendar is coming together; some other program ideas being considered are: fire science and adult panel discussions. Heidi will check with area science-based businesses to see if any of them are willing to contribute to help cover programming costs.

Heidi noticed that the area outside the lower level’s emergency fire exit door had not been shoveled this year. Next winter, this exit needs to be kept clear so that there are two working exits from the basement in the case of a fire.

Shannon reported that Selectman Dan Sundquist will take over as leader for the septic system project. He has requested copies of Beth’s notes and will look into getting another quote on the system. The board decided to wait to authorize the selectboard to spend any of the Building Maintenance Fund money until we have all the costs in hand. Sara will check to see how much money is left in the old bank grants and be sure to spend it out on items for the meeting space downstairs, such as lighting or a new faucet for the bathroom. Shannon reported that she will investigate applying to Lowe’s for grant money for building improvement issues – which could include: new windows, lighting or a new carpet upstairs and new flooring downstairs.

Becky reported that we have spent most of our heating fuel budget (61%) but since we are getting near the end of the heating season we may be fine. The town has used up almost all of its’ oil pre-buy contract however so if we need more heating oil, we will be paying market price for it. The board decided to stay with Brian Thompson and Whiskey Pine property maintenance for our lawn care this summer unless his prices have increased dramatically since last year (\$200/month). Heidi will make sure he knows about the eventual septic system installation. When the front lawn is under construction, Heidi will ask him to use that time on trimming bushes.

Shannon distributed a flyer for the NH Library Trustees Assn. Annual meeting on May 19. She is planning to attend and will request a scholarship to cover the \$75 fee. If any other trustee would like to attend, please let her know by the end of the week. The library will not be giving out a college scholarship this year as the trust funds are not earning enough to cover it. Sara agreed to meet with Elly at town hall to go over bill submission requirements. She, Lynne and Becky will make plans to go to Sugar River Bank soon to sign the treasurer forms.

Pending action items for May meeting:

- Heidi will forward to Elly/Select Board the name of the Library’s Trustee candidate once someone agrees to serve.
- Heidi will contact Brian Thompson of Whiskey Pine Property Maintenance to discuss 2014 costs/septic system installation.
- Heidi will determine costs of hosting a Reads-To-Go bag and report back to the Board.
- Heidi and Becky will check oil tank level and determine if another oil delivery is needed.
- Heidi will put up signs so patrons know water is available and not to drink from tap.
- Heidi will confirm that a paper copy of Jenn’s review was placed in her personnel file.
- Sara will meet with Elly to review bill submission process for Town funds.
- Sara, Lynne, and Becky will go to Sugar River Bank to sign new signature cards.
- Sara, Becky, and Heidi will meet to transfer checkbook and determine balances of Cernek funds, unspent bank grant funds, and non-encumbered library money.

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- Sara and Heidi will mail thank-you letters to Cernek fund donors and share donor list with the Cernek family.
- Shannon will investigate status of radon testing.
- Shannon will submit grant requests to the NHLTA for conference fees and to Mascoma Bank for off-site rental fees.
- Shannon will investigate the Lowes Community Grant and report back next month.
- Shannon will research youth volunteer laws (Dept. of Labor) and will share Newbury's volunteer application.

Ongoing/Future Projects:

- Board to refine list of ideas for use of Cernek Memorial Funds - by July
- Create binder of building maintenance information
- Investigate building issues: raising the well head, water pump (losing its prime?), basement wetness, drip noise, bathroom faucet
- Seth Murdough will be installing the basement fire exit crash bars in the coming weeks
- Library policy drafts to review – ADA/Services to the Disabled, Home Book Delivery/application
- 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 plan an Open House and invite bank representatives

Next meeting will be Tuesday, May 6.

Shannon will post meeting notices at the post offices and Town Hall.