

Library Minutes May 6, 2014

Present:

Sara Blake
Lynne Chadwick
Laurie Hayward
Shannon Storm
Heidi Thoma
Carrie Thomas

The Trustees met in non-public session from 6:45 until 7:30pm. A non-public session was permissible under RSA 91-A:3, II(a,c) for a discussion of a personnel matter.

Tom Schamberg, NH representative for Wilmot and Sutton arrived and the library board went into public hearing mode at 7:30pm.

The Library Board welcomed Laurie Hayward as a new trustee and appointed her as the Chair to succeed Beth Cernak. Thank you Laurie for joining the Board!

The board voted to accept Jennifer Carson's resignation with regret and directed Laurie to write to Jenn detailing her last day and her raise and back pay due since March. Laurie will also communicate this to Elly in Town Hall. Heidi agreed to write up a general position announcement/advertisement and a job description for the position. The Board will review before it is posted.

Heidi recommended we consider hiring Melina Cochran to clean the library, which the board was amenable to doing. Heidi will contact her soon to see if she is willing to take on this 4 hour a month position. Heidi will check with Melina to determine if she is an Independent Contractor or if she needs to be hired on the Town's payroll of insurance purposes. Heidi will also discuss cleaning the Library twice per month in 2 hours cleaning sessions, rather than 1 hour of cleaning a week. (The budget was set for 48 not 52 hours of cleaning but can be changed next year if needed).

The minutes from the April 1 meeting were approved with one change. Laurie suggested she could post the approved minutes on the library page of the town website. She reported that she and Heidi could share a password (\$150 cost total) to be able to revise the library webpage and add minutes or other documents. The group can vote on this proposal at June's meeting.

Heidi presented her report and detailed which action items she had dealt with (see below). The Library Open House and Cork Boat Race will be on August 18 during the Sutton Old Home week celebration. Heidi was awarded her first choice presenter from a Summer Reading Program "Kids, Books and the Arts" grant to bring in a "science of sound" program on August 20. Other upcoming programs include: an LSPA nature program, a tie dye program, a Library tent at the Rotary Fun Fest on June 28th, and a "Night on the Farm" program with a telescope at Musterfield.

Heidi reported that she has both adults and teens interested in helping with Summer Reading. She had youth volunteer forms used by Warner and Hopkinton which she can share with the Board.

Heidi also reported that Ian Gilmore would like to donate some classical music CD's. Heidi will test to see if patron are interested in these CDs and determine if they should be added to the permanent collection. If not, the CDs will be returned to Mr. Gilmore. Joanna White would like to hang some of her art in the library. The board decided that both these endeavors were worthwhile pursuing. Heidi will investigate the applicable forms and policies used by other libraries for their display areas and will report back to the Trustees for review/formal adoption.

The Cernak Circle Committee is being formed with interested volunteers who would like to work on the flower beds in the little traffic island next to the library. Susie Cernak would like to donate funds to cover some of the costs of this endeavor. Heidi has discussed this with Elly since the island is town property. The Board decided it is OK if the funds are deposited into the Library's checking account and earmarked for the Cernak Circle. Heidi will arrange with Susie Cernak and offer the Library as a meeting place for the committee.

Sara reported that there is \$10,627 in the checking account which includes \$8,600 in Cernak gift money. The Board voted to accept a \$200 donation received in April and given in Beth's memory.

Shannon gave Sara information on forming a trust for the library to handle larger donations. RSA 202A:23 allows libraries to invest donated money as desired, independent of the Town's Trust Funds if the donor specifies.

Town Hall asked which line item should be used for mileage charges. Heidi will tell them to use the Administration line (1-08-4550-620) and will ask them to move the errant "Supplies" charge into its proper category, the Supply line item is unfunded.

Shannon reported that the Library can't use the term "donation" on our invoices when paying the North Sutton Baptist Church for use of its meeting room space. Per Town Counsel, this is really a rental charge or "fee for use". The Mascoma grant request was delayed by this research but will be submitted in May. Sara was given the text of Town Counsel's explanation for her records.

Shannon reported that she won a NHLA grant for \$215 to enable three trustees (Laurie, Lynn & herself) to attend a trustee conference in May. She also passed out information on two other trustee training sessions in early June. Shannon is working on a contact list with phone numbers and email addresses for staff to use.

Completed Action Items:

- Heidi will forward to Elly/Select Board the name the name of the Library's Trustee candidate once someone agrees to serve. **Done**
- Heidi will contact Brian Thompson of Whiskey Pine Property Maintenance to discuss 2014 cost/septic system installation. **Done the costs are the same.**
- Heidi and Becky will check oil tank level and determine if another oil delivery is needed. **Done and oil delivered.**
- 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 balance of Cernak funds.
- Shannon will investigate status of radon testing. **Test is here/will do the test once we have the check to pay for it.**
- Shannon will submit grant requests to the NHLTA for conference fees.
- Shannon will investigate the Lowes Community Grant and report back next month. **The grant is too complicated to submit at this time, especially given the need to administer the Cernak funds.**
- Shannon will research youth volunteer laws (Dept of Labor) and will share Newbury's volunteer application.

Pending action items for June meeting:

- Heidi will determine costs of hosting a Reads-To-Go bag and report back to the Board.
- Heidi will put up signs so patrons know water is available and not to drink from tap.

Approved as amended 6/3/2014

- Heidi will confirm that a paper copy of Jenn's review was placed in her personnel file.
- Heidi will write a job listing/advertisement and job description for the open position and will submit to the Board for review before posting.
- Heidi is working on crafting Sutton volunteer forms based on those shared by Warner and Hopkinton. **Will report back to the Board.**
- Heidi will research art/display policies and relevant forms and will report back to the Board.
- Heidi will tell Town Hall the budget line item to use for mileage charges and will fix the errant supply charge.
- Heidi will work to get building keys to all who need them.
- Heidi will speak with Melina Cochran about serving as Custodian and will ask about Independent Contractor status.
- Laurie will correspond with Jennifer Carson and with Town Hall about Jenn's resignation.
- Lynne and Heidi will mail thank-you letters to Cernek fund donors and share donor list with the Cernek family.
- Sara will submit a check request to Town Hall for radon tests (\$40 to Nelson Analytical Labs)
- Sara will determine the balance of unspent bank grant funds and unencumbered library money.
- Shannon will submit grant request to Mascoma Bank for off-site rental fees.
- Shannon will finish the phone/email/service provider directory.
- Board will vote on spending \$75 to share website user license between Laurie and Heidi.

Ongoing/Future Projects:

- Board to refine list of ideas for use of Cernek Memorial Funds - by July
- Schedule public hearings to formally accept Cernek funds in July or August after meeting with Cernek family.
- 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, June 6. There may not be a July meeting.
Shannon will post meeting notices at the post offices and Town Hall.