

Library Minutes January 7, 2014

Present:

Beth Cernek

Lynne Chadwick

Becky Harrington

Shannon Storm

Heidi Thoma

Carrie Thomas

Minutes from the Dec. 3 meeting and the Dec. 12 meeting were approved.

Beth reported that we would not need to pay the \$300 state fee for the septic design until the design is approved and ready to install. Later on in the meeting, this topic came up again and Beth said she would ask for a step-by-step listing of the septic design/approval/bid process. Do we need three bids so we have an accurate price range on the project before the warrant article goes to town meeting?

Becky reported that the checking account currently has \$3260, which includes the grant from Mascoma Bank Foundation and a \$100 donation from Sue Ellen Reel, a Sutton resident. Of that total, \$2750 is earmarked for fire and health upgrades (crash bars, hot water heater, wiring). Beth has talked to Ray and Seth and they have both agreed to do the work so we can consider the funds encumbered at this point.

The well, raising the wellhead, and the pump were discussed. Beth will ask Ray to review our well and current pump when he comes to perform the water heater work. Should the wellhead be raised as was suggested to us? Is the pump the correct type for our well? The \$1,085 bill from Henniker Septic was not submitted by the 12/18/13 deadline so will come out of the 2014 budget unless Elly/Lynn will adjust it for us.

The board reviewed the budget requests for 2014 in light of the feedback from the town budget committee on Dec. 16. Heidi passed out sheets with some recommendations including cutting out her raise. After much discussion, it was decided to leave the raises in place and cut \$1490 in salary money from the cataloging and meeting category since it was not used in 2013. The board also decided to take \$600 from the book budget, and to add \$100 to the administrative budget for staff conference fees, bringing the total budget reduction to \$1990. The Library can perhaps cut \$2000 from our warrant article request for the Expendable Building Maintenance Fund. If those funds were untouched in 2013, we would only need a warrant article for \$3,000 in order to reach the target funding goal of \$5,000 for that account. Those cuts would bring the total budget request down by about \$4000. Beth will check with Elly and Lynn King to ask 1) if the Library is leaving a large enough cushion in the salary budget – is \$1,000 extra too little or enough? and 2) is the balance for the Expendable Building Maintenance Fund still \$2,000?

Beth wrote up a detailed library annual report, which she read to the board. Heidi will work with her this week to edit it and add some further information about the programming that took place last year, patron visit and circulation statistics, and financial statements from the Town and Library accounts.

Shannon reported on the costs of installing a water bubbler in the building. It was decided to go with a cheaper alternative and buy jugs of bottled water from the grocery store to install in a dispenser with a spigot instead. Shannon got the pricing on the radon test kits - \$40.00 for two. ~~She~~ Beth will order them this month from Nelson Analytical Lab of Manchester. Heidi also reported that most West of the Merrimack libraries provide home delivery of library materials to shut-in patrons as part of their general services. It seems that most area libraries do not have a written policy or specialized insurance coverage for the staff or volunteers who do the deliveries. It was left for a future meeting to decide if we wanted to write a policy (Shannon has

examples from Howe Library). Beth and Shannon will compile a list of questions to ask patrons who may want to use this service.

There was some discussion about a library representative to the Capital Improvement Plan committee. The committee has not started meeting yet and no one had any ideas of who to ask to attend so it was tabled for now. The liaison does not have to be a Library Trustee.

Shannon mentioned that we should invite representatives from the area banks who have donated money to an open house once the safety upgrades ~~and~~ are done. Heidi agreed that we could hold an open house next summer around Old Home Day and the cork boat races.

Status of pending action items from last month:

- Becky is still creating a binder of building maintenance information – *Not done yet*
- Beth will work with Elly on wording of septic system warrant article once a price range is finalized – *not discussed*
- Beth will thank the Mascoma Savings Bank Foundation, give tax receipt, and write InterTown Record article about grant – *not discussed*

Completed action items from last month:

- Pricing on water bubblers and radon test kits done
- Beth and Heidi almost finished with annual report
- Got further info on home delivery insurance and staff policies
- Deferred action on asking someone to attend CIP meetings

Pending action items for February 2014 meeting

- Beth will check with Elly/Lynn King about salary cushion needed in budget and actual balance of Expendable Building Maintenance Fund
- Beth will adjust the warrant article for the Expendable Building Maintenance Fund from \$5000 to \$3000 if the fund was unused in 2013
- Beth will determine if 3 septic system bids are needed before Town Meeting
- Beth will order 2 radon test kits

- Beth will ask Ray for advice about well – is raising the wellhead a good idea? Is the current pump OK for our type of well?
- Heidi will buy bottled water and put up signs so patrons know it is available and not to drink from tap
- Beth and Shannon will compile a list of questions for home delivery recipients; write policy later?
- Beth will post notice before February's meeting
- 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 Jenn's review was placed in her personnel file
- Need to plan an Open House and invite bank representatives

The next meeting will be on Feb. 4.