

GRAFTON PUBLIC LIBRARY, GRAFTON, NH BOARD OF TRUSTEES

DATE: May 18, 2018

TYPE OF MEETING: Regular meeting

PRESENT: Roseanne K, Natalie K, Deb C, Tina P. Absent: Adam F

1. Call to Order at 6:18 p.m.

Immediate Business

- Last month's minutes: April 12th meeting notes have not yet be shared with Board. Natalie took her own notes during the April 12th meeting and she agreed to look them over and email to Board + Selectman's Office.
- Bank signatures: Natalie remains unable to write checks from the Trustee's Account as all signature cards have not yet been signed at bank. Deb wrote a check from her personal account for the NHLT conference and will need to be reimbursed.
- Safety Ramp -
 - At the 3/29/18 meeting, John B agreed to find out if the library was required by the DOL to be ADA compliant with a ramp as the ADA standards state accessibility can not be fully achieved then program accessibility must be provided, i.e. home book and curbside delivery.
 - As this issue was resolved in 2016 but we were unable to obtain written confirmation, the Board decided to write a letter to the selectman to document that we are awaiting a response from John B, citing the source of his finding. The letter will include Aimee's note explaining that her surgery has been postponed till June and she had anticipated returning to work beginning of July but that date has been pushed back. She further states that she will not know her what, if any, accommodations she will need until after the surgery. Natalie agreed to write up the issues to be presented to the selectman.

Old Business

- UK Architects Discussion about moving library vs building anew:
 - Deb & Tina discussed estimates gathered on moving library to new location.
 - Trustees decided on potential dates of My 30, June 1, 7 +8 at 7PM to meet with FoGL to discuss estimates and ask Andrew Cushing to join us to explain grants and grant timelines. Tina agreed to coordinate best meeting times for all parties.
 - Next UK meeting:
 - It was agreed to meet with FoGL to discuss building move before meeting with UK. Tina will let UK know status of next meeting.
- Policies - put on hold for now
- Book Club Update - next meeting June 5, reading 'Heft'. Deb has books ordered for each month except August until October.

New Business:

Library conferences-report back from Natalie and Roseanne

Roseanne shared about the May NHLT conference in Manchester. Gained insight on Foundations. Natalie talked about the NHLT workshop in Hooksett on basic Trustee duties.

Tina made a motion to pay Natalie's mileage to the Hooksett workshop as she was unable to go to the conference and this was her first professional development workshop

Roseanne seconded. All agreed to pay the mileage.

Adam did not go the conference, Roseanne will see if a refund is available for the conference fee.

Committees: written reports on progress on specific goals and any other information

- ROH - library use for interviews, keys, keeping equipment at library..

It was agreed to provide Susan & Mary keys to access ROH video equipment and access library to video interviewees.

- FoGL-BBQ is this Saturday. Trustees will be available to help at 10AM. We agreed to set up the table with UK printouts. This generated lots of conversations on the new library at last year's BBQ.

Library Director: written report of circulation statistics, personnel, programming- the report was reviewed. Reminder, Library Spring clean up is tomorrow.

Correspondence- notes from audit report were given to Natalie to see if any changes or responses were required.

Check from FoGL for \$457 to cover billing period 1/29/2018- 4/22/2018 for architectural services.

Letter from NHLT. re: June membership renewal due- will discuss at next meeting.

Financial: written report of accounting for previous month including income and expenses, balance against budget, year to date balance, and any other information

- The Treasurer's report was reviewed.
- made a motion to accept all donations.
- Invoices were approved.
- Deb will pay POBox due 5/31, from Director's account.

- Tina made a motion to reimburse Stacy \$40 for children's activities at BBQ and on-going events. Natalie seconded. All agreed. Tina to let Stacy know of decision and to turn in receipts to Natalie.
- Tina made motion to transfer \$275 to Director's account. Roseanne seconded. All agreed.

Action and Takeaway Items

Roseanne:

- 1-see if we can obtain a refund for Adam's conference fee.**
- 2-research possibility of interim director**
- 3-post special meeting with FoGL on building move once date established.**

Deb:

- 1-speak with Stacy about working Wed 30th if we meet with FoGL that night.**
- 2-pay \$54 PO Box fee**

Natalie-

- 1-from personal notes of April meeting; email notes to Board & Selectman.**
- 2-write up Library status/position of ramp for selectman.**
- 3-speak to bank about access to write checks from Trustee account**
- 4--Transfer \$275 to Director's Account**

Tina-

- 1-work w/ Andrew + FoGL to set up a Building Move/No Move meeting. Email cost estimates to FoGL prior to meeting.**
- 2-Inform U.K. of status of meeting with them.**
- 3-set up UK table at BBQ with whoever is available to assist**
- 4-Make Stacey aware of \$40 from Trustees to reimburse for children's activities**

Announcements

Next meeting date: Thursday June 21st @ 7PM

Adjournment at 9:08

Submitted and recorded by Tina Pope 5/23/18