

Grafton Public Library, Grafton, NH Board of Trustees
Library Trustee Meeting Minutes-Approved

Date: 13 November 2018

Type of Meeting: Regular (followed by nonpublic meeting)

Present: Tina Pope, Debra Clough, Stacey Glazier, Roseanne Kramer, Katie Steuer

Call to order @ 7pm

Acceptance of minutes: Roseanne motioned to approve with amendments, with Tina seconding.

Motion passed 3-0.

Immediate Business:

- UK architect meeting and status: following much discussions on the estimates from the UK architects, as well as next steps, it was decided that Roseanne will bring her ipad next week to UK to load BIMx; the trustees will meet with FOGL in January 2019 to present the plans, followed by meeting with the selectmen.
- Volunteer of the Year: Roseanne motioned to nominate Oh Shin with Tina seconding. Motion passed 3-0. Roseanne will supply a \$25 gift certificate from King Arthur Flour and Deb will get the Volunteer plaque engraved. The presentation to Oh Shin will take place on a Wednesday am to be determined.
- Trustee status: Natalie has indicated she wishes to step down. Roseanne will contact her to ascertain Natalie's plans.

Old Business:

- Bank signature status: Roseanne has signed her card. Natalie needs to confirm whether she has also done so.
- Ramp/Ron/TTF status: the final payment to Ron was approved by TTF, with Katie sending the necessary paperwork to both TTF and the selectmen.
- Policies status: Deb continues to review policies.
- Roof status: Tina has put the roofing materials in her garage. Repairs will be planned for the spring.
- Budget status: Tina will provide a detailed outline of what needs to be cleared of snow so Roseanne and Katie can present this at the selectmen's meeting on Tuesday. The selectmen will decide at their meeting whether they will be hiring someone to shovel snow.
- Foundation vs FOGL: no action has been taken at present
- TTF warrant: will potentially be done in the future if needed
- Uploading of library minutes to Town website: the trustees agreed to proceed with this. Katie will ask Sue to implement. Hard copies will still be kept at the library. The gplsecretary e-mail will be added to the minutes to facilitate any feedback.
- Warrant for capital reserve fund: The trustees will decide in December how much to request.

- ❑ EOY report status: reports from the library director, trustee chair and treasurer have historically been due on the first Friday in January and will be completed in anticipation of that date.
- ❑ Book Club Update: the group will be reading “The Help” at their 6 December meeting. Books have been chosen for the next three months.
- ❑ Holiday events: 1 Dec is the FOGL Christmas Fair from 9-3pm. Children’s Shopping Day is 8 December, with Craft Ornaments workshop on 15 December.

New Business:

- ❑ Library Director: written report reviewed on circulation statistics, personnel, programming
- ❑ Correspondence: Katie will write and send a thank you note to Ms Wacks and Mr. Wightman for their donation.
- ❑ Financial: Tina motioned to accept all donations with Roseanne seconding. Motion passed 3-0. The e-trade check will go into the library improvement fund. Tina motioned to increase the gross budget by \$1000 to cover roof repairs, with Katie seconding. Motion passed 3-0.
- ❑ Review of decisions made in nonpublic August meeting:
 1. *The Board will review the ongoing need/benefit of staff meetings with the Director prior to the end of the year.* Deb has had 1 staff meeting and may schedule another prior to the end of the year. She states it has been successful.
 2. *Would Deb continue to be a presence?* Yes, if she transitions to a staff role, she would attend any future staff meetings.
 3. *The Board unanimously decided to allow up to four hours/month for the Director, at current pay rate, to complete some of her tasks outside of library open hours.* The current Director continues to utilize this time.
- ❑ Motion made to enter non-public session at 9:06 pm made by Katie and seconded by Tina. Motion passed 3-0. Motion to leave non-public session and return to public session made at 10:04 pm by Roseanne and seconded by Tina. Motion passed 3-0. During non-public session the trustees voted to seal the minutes with the motion passing.

Actions and Takeaway items:

- ❑ Natalie: will confirm whether or not she has signed her bank signature card.
- ❑ Roseanne: will visit UK to load BIMx on her ipad. She will get a King Arthur gift certificate for the Volunteer of the Year. She will contact Natalie to determine the latter’s plans. She will attend the selectmen’s meeting on Tues to present details of where snow removal needs to occur at the library.
- ❑ Tina: will send details of desired snow clearance to Roseanne.
- ❑ Katie: will attend selectmen’s meeting with Roseanne. She will contact Sue S re: uploading library trustee meeting minutes to the Town website. She will also add the gplsecretary e-mail to the minutes.

Next meeting date: 11 December @ 7pm.

Motion to adjourn: Roseanne motioned to adjourn with Katie seconding. Motion passed 3-0.

Meeting adjourned @ 10:08pm.

Respectfully recorded and submitted by: Katie Steuer gplsecretary@townofgrafftonnh.com