

**JAMES E. NICHOLS MEMORIAL LIBRARY
TRUSTEE MEETING MINUTES
CONFERENCE ROOM, CENTER HARBOR
OCTOBER 27, 2008
5:00 P.M.**

MEMBERS PRESENT: President Helen Heiner, Trustees: Chuck DiCecca, Bess Hanson, Karin Karagozian, Jo Morse, Treasurer Sarah Heath

MEMBER'S ABSENT: None

OTHERS PRESENT: Librarian Jon Kinnaman

CALL TO ORDER: 5:00 PM

REVIEW OF MINUTES: The minutes of the September 26, 2008 meeting were accepted as written.

LIBRARIANS REPORT: Jon presented his monthly report. September was a good month and showed an improvement in numbers over September of last year. We are on track with the NH audio download program. Jon has updated the webpage with information about the program and links to the host site. He will put an article in the paper next week informing people of the new program. The audio can be downloaded and will stay on your computer/MP3 Player for 7 days and then it disappears. You can sign up for the book audio again but may be put at the end of the list if there is a hold on the book. From prior meetings discussion of when we were going to include the start up fee for Overdrive bill for \$300 occurred. It was decided it will be included in the 2008

budget. Jon completed the performance reviews for the Library Assistants. Jon attended two trainings, one on policy development and the READS fall conference. The READS conference focused on helping the disabled populations.

TREASURERS REPORT: Sarah presented her monthly report. Crane Maintenance is included under Repairs/ Maintenance, however next year it will be a separate line item. There were no questions and the report was accepted as presented.

OLD BUSINESS:

1. TOTE BAGS – Sarah suggests that we do not do anything at this time. We need to be very mindful of our budget. Consensus is to let it go.
2. STATE AUDIO CONSORTIUM- See Librarian’s Report.
3. CHRIS WILLIAMS REPORT – Chris has been very busy but provided a name to Sarah to deal with the sealer for decorative section of the building near the roof -line above the windows. Sarah has called but not received a call back.
4. POLICY FROM TOWN ON ROLLING OVER VACATION TIME – Sick time rolls over but vacation does not according to the town policy. A full-time employee with the town for Zero to five years receives 2 weeks vacation. At five years + an employee gets three weeks vacation. All full time employees you receive 10 days of sick time and can accrue up to 30 days.
5. BUDGET/ PERSONNEL EVALUATIONS – The Trustees reviewed the draft budget as presented by Sarah. Health Insurance is guaranteed not to increase more than 13.5%.

NEW BUSINESS:

1. REPORT FROM MEETING WITH SELECTMAN –
 1. Snow Removal – The town is purchasing a snow blower and has added an addition person to the town highway department. They will take care of all our snow removal needs.

2. Trust Funds – The Selectmen will communicate with us on a timely basis on where the funds stand. Based on the current market we will not plan to take any from the trust for the upcoming budget year.
 3. Nichols Trust – Sarah reported that we already have received over \$3000. If we put a set amount in our budget and the fund delivers more than we estimated the excess monies go into the general fund for the reduction of taxes and is not something we are allowed to use.
 4. Gifts – We have an RSA that allows us to accept gifts and spend the money from them as we see fit. It should not be a problem if we receive more than we estimated in the budget.
 5. Separate Line Items – Metrocast costs are put under telephone by the town so we will also. Crane Maintenance will be a separate line item.
 6. Sealing of the Building – The Selectmen feel very strongly that this year they will start a capital reserve fund for all town buildings. We will hold off on sealing the building. The bathroom will need to be done sooner rather than later as the building will be used during disaster emergencies to house people. Sarah needs to work up a cost analysis and provide it for the Selectman so that they can use the capital reserve fund to pay for it.
2. Meeting with Bob Beem – Bob met with Helen and walked her through the building.
1. Dealing with Power Outages will be reported at another meeting.
 2. Bob has been paying for the light bulbs and he has them stored in the basement and changes them as they go out. Some fixtures need new sockets.
 3. Helen spoke to Sarah about the dehumidifier and the need for them to be on a timer so that they don't freeze up.
 4. Basement door has a sign that says do not open door. That was due to book saleroom and the sign will be removed and the door kept open.
 5. The door from Jon's office to the basement should be kept unlocked and the latch needs to be removed from the door.
 6. The outside lighting fixtures need to be replaced. We will need to look at the budget and also wait until we hear from the energy committee.

7. Bob suggested that the thermostat settings could be changed 30 minutes prior to closing by lowering the temperature and starting the heating one half-hour earlier with a drop to 50 degrees on the weekend. It was decided that we should lower the temperature 30 minutes before closing. The times will now be 8:30 and 5:30 on Monday; Tuesday we are closed and no one is here so temperature will stay at 59; Wednesday the heat will be set to rise at 9:30 and lower at 6:30; Thursday should be 8:30 and 4:30; Friday will be the same as Monday 8:30-5:30; Saturday will be 8:30-12:30. Sunday the thermostat will be set at 50 degrees as a trial. Helen will get in touch with Bob and get this all set.
 8. The glass tube on the boiler looked all murky. Bob felt it was suppose to be clear. The boiler needed to be drained and other small items need to be checked. Bob did drain the system and it did refill. Bob recommended that we speak with Phil who worked for Stafford but has now gone independent. Bess recommends Phil who is very nice and capable. Jo will look for the maintenance list that was originally developed.
3. Crane maintenance will clean the windows in the near future.
 4. Sarah and Helen will try to speak with Colleen Brickley about being an alternate to the library board. She lives in West Center Harbor and is a professor at Plymouth State University.

OPEN ITEMS: None

NON-PUBLIC: The meeting was closed to the public at 6:39 PM in order to deal with employee evaluations. No action was taken. The meeting was reopened to the public at 6:50 PM.

MOTION TO ADJOURN: Meeting adjourned at 6:51 PM.

NEXT MEETING: NOVEMBER 23, 2008 AT 5 P.M.