

THESE MINUTES ARE SUBJECT TO THE APPROVAL OF THE TRUSTEES

James E. Nichols Memorial Library

Trustee Meeting Minutes

Reference Room, Center Harbor

June 22, 2009

Member's present: Helen Heiner, Bess Hanson, Karin Karagozian, Chuck DiCecca, Jo Morse, Sarah Heath

Member's absent: None

Others in attendance: Jon Kinnaman

Call to order: The meeting was called to order at 5:00PM

Approval of minutes: The minutes from May 18, 2009 were approved as written.

Librarian's report: Trustees reviewed Jon's Librarian's report.

Treasurer's report: Sarah presented the monthly Treasurer's report. Under "maintenance and repairs regular", \$126.30 was for Phil Cowells, who did maintenance on the oil burner. Home Energy was paid \$120 for yearly maintenance on the air conditioner. \$400 was moved to "special projects from gifts" so it is in the correct location. This was a five-week month, which is reflected in increased expenses.

Committee Report:

Policy Review Committee:

1. The policy, *Who May Use the Library*, was reviewed. The policy review committee proposed slight changes to the policy. "Applying for a Borrowing Card" will be placed with "Registration". A change was made to Registration: Applicants aged four to seventeen may register for their own library cards, but must be accompanied by a parent or guardian, who must sign the application and provide proof of residence. Jo moved and Helen seconded the acceptance of the amended policy, Who May Use the Library. Vote was unanimous.
2. The policy, *Permission for Minor Computer Access*, was presented with revisions suggested by the Policy Review Committee. On Permission for Minor Computer Access a change was made to the second paragraph that should read, "I waive the library's responsibility..." It was also decided that an "s" should be added to the word "Minor" in the title at the top of the page. It was moved by Jo and seconded by Karin to accept the policy with changes noted. Vote was unanimous.
3. The policy, *Computer Use Agreement*, was presented with suggested changes by the Policy Review Committee. It was moved by Karin and seconded by Bess to accept the policy with changes notes. Vote was unanimous.
4. The Trustees reviewed the *Employment Classifications* section of the *Personnel Policies & Procedures*. The word "individuals" was changed to "employee" throughout the policy. Karin suggested in the first paragraph that the word "you" be removed so that it would read, "At the time of hire, one is classified as full-time, permanent part-time, part-time, or temporary and is informed as to whether he/she qualifies for overtime pay. If one is unsure of his/her job classification, the Board of Trustees should be consulted."

Under Full-Time Employees the first sentence should read, "Employees are regularly scheduled to work 36 or more hours per week." It was moved by Karin and seconded by Helen to accept this section of the policy with suggested revisions, seconded by Helen. Vote was unanimous.

5. The *Vacation* section of *Personnel Policies & Procedures* was reviewed. It matches what the Town of Center Harbor provides. Change fourth paragraph to read "his/her" versus "he/her". Added to paragraph three, in Vacation: Upon request the Board of Trustees may grant the use of vacation time to cover extenuating circumstances due to personnel or family illness. Removed sentence regarding "if illness occurs over vacation".

6. The *Holiday* section of *Personnel Policies & Procedures* was reviewed. Permanent part-time employees will be granted paid holidays according to the presented schedule. This would give the permanent part-time employee payment for 5 Monday holidays. It was noted that Veteran's Day was removed as a holiday. It was moved by Helen and seconded by Bess to accept the Holiday schedule. Vote was 5-0-1 with Karin abstaining.

7. Sick/Personal Leave was reviewed. Moved by Karin, seconded by Jo, vote was unanimous in favor.

It was moved by Helen and supported by Chuck to make the revised Holiday/Vacation Policy sections effective July 1, 2009. Vote was unanimous in favor.

Old Business:

1. Hall light – The new light has been in place for 6 months and the odor is no longer present when the light is turned on.
2. Fire extinguisher - It was received from the Fire Chief at a cost of \$100.
3. Patron's Tripping on interior entrance step - Tape for entrance steps will be purchased. Sarah will check at Lowes and if they do not have it we will order it on line. Our insurance does cover any liability from falls. The question of whether or not there were fewer incidents when the doors were in place was raised. It was suggested to put the screen doors back up. Sarah will have this completed this week. Karin stated that this is the only step that has a lip that would catch a person's toe. Karin suggested we have someone place a piece of wood under the lip so that a person's toe would not catch. A sign will also be placed on the screen door warning people to watch their step.
4. The benches/trellis/plantings request was accepted it is hoped that these will be installed by July 4th. A message has been left for Langdon. Upon installation a thank-you note with photo will be sent.
5. Panic button – Sarah asked who would receive the message from the panic button. Jon reported that the call would go to a dispatch service that would contact the local police. Jon presented a proposal from Mango Security Systems. The town has fixed position panic buttons in three locations. The Trustees are in favor of pursuing the panic button and Jon will poll the staff about what they would like. Jon will ask for a new quote for just a hardwired system.

6. Safety boxes – At the Trustees conference it was strictly said that the box, containing personnel files and records from closed meetings, should be locked at all times. Next month we will have an idea of the different safes.
7. Book order from trustee conference – Jon reported that both books are back ordered.
8. Heating oil contract – Sarah checked with the town. They had gotten quotes from Stafford, Fuller and Amerigas. They are waiting for a quote from Dead River. We will not have any further information until after their Wednesday meeting.
9. Science Center Pass – Sarah sent a thank-you note to Meredith Village Saving for donating the cost of the Science Center Pass.

New business: None

Open items: None

Motion to adjourn: 6:33PM

Next meeting – July 27, 2009 5:00 PM

Policy Committee meeting – July 27, 2009 3:00PM