

THESE MINUTES ARE SUBJECT TO THE APPROVAL OF THE TRUSTEES

James E. Nichols Memorial Library Room

Trustee Meeting Minutes

Reference Room, Center Harbor

July 27, 2009 5PM

Present, including staff and visitors: Helen
Heiner, Sarah Heath, Bess Hanson, Chuck DiCecca,
Jo Morse, Karin Karagozian, Librarian Jon
Kinnaman

Absent/excused:

None

Call to order:

5:00 PM

Approval of minutes: The minutes of June
22, 2009 were accepted as written.

Treasurer's report: Sarah presented the
monthly treasurer's report. The \$180 in Postage is
for rental of PO Box. In the area of fuel we have
\$6000 budgeted. As of June 25th the board had
contracted with Fuller Oil at \$2.915 per gallon. This
is on a delivery basis so it doesn't need to be pre-
paid up front. If we use the same amount of oil this
year as last year (1200 gallons) the total would be
\$2634. This would give us a surplus in the budget
of \$3,366. The oil company sent a check for
\$809.00 for reimbursement from the pre-buy of last
year.

Librarian's report: Jon presented the
monthly librarian's report, which had been emailed
to the Trustees prior to the meeting. Today Jon
received a notice from Baker and Taylor that the
one book on back order for the Trustees is not
available. Jon presented a new Patron Registration
Form for the Trustees to review. This form now
includes a signature for the parent/guardian of
patrons under the age of 18. It was agreed to change
to the sentence "I agree to comply with all the
library rules and regulations" to I agree to comply
with all the library's relevant rules and policies.
Karin moved to accept and Jo seconded with
sentence change. Vote was unanimous in favor.
Bill payments: There were two checks sent out by
the Town Office for the incorrect amount. One
check was returned so that a new check could be
issued for the correct amount. The second error was

due to an invoice error by the Treasurer's of the Trustees, and this was also corrected.

Committees

Policy Review Committee: The meeting scheduled for this afternoon was cancelled. The meeting has been rescheduled for 1:30 on Tuesday, August 4th at the library.

Purchase policy: The town's new policy for new purchases is similar to our current practices. If we adopt the town's policy we would just need to change departments heads to Board of Trustees and Selectman to Board of Trustees. The three-page policy will be left at the library for Trustees to review and a vote will be taken at the August meeting.

Unfinished business:

1. Front step tape-board - Everything has been going well since the tape has been put down and a board placed under the overhand with the exception of one Trustee who caught her foot.
2. Benches/trellis: Helen will be working on weeding and planting around the trellis. Helen will check on the status of the benches.
3. Panic button – A single fixed button would be \$345. The button is wired to a dispatch office, which relays it to the police department. We can use money under furnishing/equipment to make the purchase. Jo moved and Bess seconded to make the purchase. Vote was unanimous in favor.
4. Safety box – It has arrived and items are being collected to place in it. The safe cost \$70 and is also fireproof.
5. Book order for trustee – The book is not available.
6. Heating oil contract – see Treasurer's report above.

New Business:

1. Leak in stairway/door-review new doors – Sarah reported that the leak is happening above the top window where there is missing mortar between the bricks. There is a lip on that window that needs caulking. Green caulking is being ordered. Gilbert Block was consulted due to the mix used in the mortar. Where the granite blocks meet the brick blocks there is space which water gets into. The door to the basement swells in the summer and shrinks in the winter. Sarah reported that it was recommended that a new door be ordered. It was also recommended that the Trustees look into fiberglass doors rather than steel doors, which rust. As this is an old building we would need to special order a door so that it will fill the space. It will take four weeks from the placement of the order for the door to arrive. Joe is going to try to use the original hardware on the new door. Joe provided a rough estimate of \$1,000 to \$1,100. We are waiting for a formal quote. Karin questioned why we couldn't replace it with a new wood door. Jo would prefer to have the original door fixed. Bess, Karin and Chuck agreed. The

question arose as to what could be used in place of the door while it is being refurbished. Joe will be asked what it would cost to have the door refurbished.

2. Sealing of building- The Selectman asked Helen if we were going to have the building sealed. Jo Morse continues to research the last time the building was sealed. Sarah said that sometime in the late 90's the building was last sealed. Jo summarized an article she read regarding sealing limestone. Jo reported that there is not a consensus on how often a limestone building needs to be sealed. Cleaning should not involve abrasives or acids. High-speed sprayers should not be used for resealing. Jo reported that there were several companies one of which worked on PSU, and also received high marks in the Portsmouth area. Jo has taken numerous pictures of the library and will email them to the company that worked at PSU to see what they think. She thinks they may have a satellite office in Manchester. Jo will ask if they would come up to look at the building. Sarah brought up the fact that there are hunks of mortar missing. There are also drainage problems in the back of the building. Sarah believes that the drain is clogged as the wall is wet that is adjacent to the drain.
3. Temperature control of library for summer: The staff would like to have the doors be open during nice days that don't require air conditioning, allowing for fresh air to enter the building. Sarah is concerned that the building will build up too much humidity and have an effect on the books. Chuck questioned if, due to the number of computers, the air conditioning should be running and suggested checking with Steve. Karin stated it is nice to walk into a library that has the doors open and is very welcoming. Bess felt the air conditioner should be on. Jo was more flexible. Helen did not have an opinion one way or another. Jon will check with Steve regarding humidity and the computers.

Open items:

Book Return – Sarah would like to purchase a new book return as the old system causes the books to suffer impact damage and damage to the binders. Sarah checked out the system at Moultonborough. Jon provided Sarah with some printouts of different systems. There is only one that would work in our current location however it is not meant to be outdoors. There is another device would hold 180 books and has a depressible floor. This would not be able to fit in the current location but would need to be at the bottom of the stairs. Chuck suggested seeing if someone could retrofit the current book return with a spring-loaded floor/platform. Sarah will speak with Joe.

Motion to adjourn: 6:51 PM

Next trustee meeting -August 24th, 2009 5 PM

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