

JAMES E. NICHOLS MEMORIAL LIBRARY TRUSTEE MEETING
NICHOLS MEMORIAL LIBRARY CONFERENCE ROOM, CENTER HARBOR
MONDAY, JULY 28TH, 2008
5:00 PM

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

MEMBER'S ABSENT: Librarian Jon Kinnaman with notice

OTHERS PRESENT: None

CALL TO ORDER: The meeting was called to order at 4:58 PM

MINUTES: The minutes were accepted with the following additions/deletions: Under Old Business add Charlie Hanson's and Randy Matson's last names. Under Library Passes delete the second "already".

LIBRARIANS REPORT: The librarian's report was reviewed. Jo asked if the circulation numbers for June were up significantly from those of year ago. The Trustees would like Jon to present a comparison of year-to-year figures per month.

TREASURERS REPORT: Sarah presented the treasurer's report. Under supplies/postage \$180 is for the PO Box rental and the remainder for stamps. Under professional development and training the \$120 is for NH Library Trustees Association dues at \$20 per person. Under special projects from gifts the \$65.00 is for the Currier pass. Under miscellaneous the \$15 is for the monthly Metrocast charge.

OLD BUSINESS:

1. DEDICATION CEREMONY – The day went very well with more people in attendance than expected as more family came. Only one family member was missing. Barbara's college roommate also attended. A picture needs to be chosen and a write up written to place in the newspaper. Trustees discussed if the family picture taken in front of the sign could be located.
2. POLICY BOOK – on hold until next meeting.
3. WILL – on hold until next meeting.
4. MAINTENANCE –Jeff Haines sent an email to Sarah regarding an insurance inspection of the furnace, which revealed two problems. Sarah contacted Stafford and they were able to locate and repair one of the problems. Stafford had difficulty understanding the

second issue, which they could not find. They are in contact with the insurance inspector to discuss the situation.

5. OLD LIBRARY SIGNS – we need to wait until fall and then change out the pictures and put up the signs from the basement.
6. TRUSTEE SCHEDULE – Helen will look at the schedule to make sure one town person is elected each year. We will look at this next month.
7. AFTER HOUR USE OF LIBRARY - Concerns were raised regarding after-hours access to the Library by key-holders for non-Library business. Concerns include liability issues and interference with the Librarian's administrative duties. Sarah volunteered to speak the individual in question. Karin suggested that we have a policy related to building use during non-public hours. Helen suggested that we have Jon write the policy.
8. CUSTODIAN – Last month Sarah did a phone survey and four trustees approved the appointment of Dave Crane of Crane Maintenance to clean the building. It had been determined that we could get by with two days per week for \$80.

NEW BUSINESS:

1. FUEL FOR YEAR – Last year we used 1370 gallons. At this years prices that would equate to \$6,300.63. We budgeted \$3,500. Sarah spoke to two selectmen about considering negotiating with Stafford for a better price for the town facilities. The Library Trustees may need to look at the money set aside for the sealant of the building to pay for fuel. Sarah reported that the Nichols Trust is doing well and exceeding our estimates and may provide money to use towards fuel costs. In the area of gifts we received \$500 from the Women's Club to use towards the sign, which has already been paid for, and two patron's left checks, while Meredith Savings is donating \$300 to cover the cost of one of the passes. Sarah reported that we have enough money in the budget to heat the building if we do not seal the outside of the building and use money from gifts. We need to look at how we are heating the building. The Trustees discussed considering purchasing fewer gallons than last year, such as 1000 up to 1200. Jo moved that we pre-buy 1200 gallons at whatever figure the selectman can negotiate, hopefully, less than \$4.59 per gallon. Bess seconded. Motion passed unanimously.
2. Karin suggested we seek the input of the town energy commission regarding the heating of the building. Helen will contact the town and see if there is someone who can help us. Helen will also speak to Jon about the location of the thermostats and talk to Bob Beem regarding how to set the thermostats.

The Trustees are requesting that Jon close the window shades during hot days to keep the building cooler in the summer.

3. ELECTRIC EYE FOR OUTSIDE LIGHTS – Frase has not returned Sarah’s calls. She will continue to call and leave messages.

BUILDING REPAIR – Sarah is hoping to get Chris Williams to stop by to discuss what we can do regarding the repair of historic buildings. Items to be discussed are the repair to the exterior leak, the repair of the steps, waterproofing the basement, and the sealant of the building. Chuck suggested that Sarah talk with Chris regarding what could be done on the outside of the building for energy conservation in terms of solar panels etc...

Concerns were raised regarding patrons tripping over the entry step. Discussion occurred regarding if we should put tape down on the edge of the steps or provide better lighting in the vestibule. For the time being Sarah will have tape put down.

OPEN ITEMS - None

MOTION TO ADJOURN – Meeting adjourned at 6:09.

NEXT MEETING – AUGUST 25TH2008 5:00 PM

Respectfully submitted:
Chuck DiCecca