FINAL

Chesley Memorial Library Trustee Meeting

12/13/2019

Present: Gale Tobbe (GT), Betty Smith (BAS), Norma Heroux (NH), Irene Kreider (IK), Donna Bunker (DB) and Pat Vaillancourt (PV)

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| Topic | Discussion | Action |
| Meeting called to order at 10:15 |  |  |
| Minutes of 11/27/2019 |  | Clarification – DB, GT, and BAS went to Town Hall to inform Heather Thibodeau (HT) of how we would reduce our budget by $10,000. .  Motion to accept the 11/27/2019 Minutes as revised BAS/GT, Motion carried 3-0 |
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| Minutes of 11/08/2019 |  | Clarifications: - Accruals are appearing correctly on some pay stubs, but not all.  Kitchen heat sensor – One needs to be installed  Grant request – Grant is from the NH Master Gardeners  Motion made to accept the 11/08/2019 Minutes as revised BAS/GT, Motion carried 3-0 |
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| Minutes of 10/11/2019 |  | Background checks – We are not doing background checks every 3 years as the Town is doing. We will continue our present policy and do background checks on an as-needed basis.  Facilities Warrant Articles – DB will check to see if the funds for the CML projects (exterior painting and parking lot) are encumbered.  Regarding the budget, DB explained the complications with changing from ADS software to excel. Motion to accept the 10/11/2019 Minutes as revised BAS/GT. Motion carried 3-0 |
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| Minutes of 09/13/2019 | There were questions on these Minutes that had not been clarified. | Book Drop - The bookshelves and book drop are 2 separate projects. The convicts don’t work with metal so they can’t help us with the book drop. We will pursue other options.  Meeting area policy – Legal review is not needed.  Bank Statements – Reviewed and discussed.  Book Trust Funds – Reviewed and discussed.  Comp Time – Policy is very friendly as it is written. Leave it as is for now.  Motion made to accept the 09/13/2019 Minutes with clarifications BAS/GT. Motion carried 3-0 |
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| Minutes of 11/27/2019 |  | Clarification – DB, GT, and BAS went to Town Hall to inform Heather (HT) of our changes.  Motion to accept the 11/27/2019 Minutes as corrected BAS/GT, Motion carried 3-0 |
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| Treasurer’s Report |  | Reviewed and discussed |
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| Director’s Report |  | Reviewed and discussed |
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| Expenditure Report |  | New and updated version is not available. We have about 12% left in our budget for 2019. |
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| Requisitions |  | Signed |
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| Old Business |  |  |
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| Accruals |  | DB reported this still is not fixed. The plan is for DB and a Library Trustee to make an appointment to sit down with Heather Thibodeau (HT) and Betty (new Finance Person) to talk about how the accruals are calculated and how to display this correctly on pay stubs. DB will set this up and report back. Update: Meeting was held with GT, DB, and HT where HT agreed in this situation, people affected could carry over time, as a one-time exception. |
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| Book Carts |  | We are waiting to hear from our contact at the prison for an update. |
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| Budget |  | Next step is to go over our budget with the Budget Committee at their work session. The Public Session where we present this will be in January. |
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| Emergency Lights |  | Rick Antione has called O’Bee’s Electric to check on the emergency lights and the kitchen heat sensor. DB will follow up. |
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| Facilities Committee Expendable Trust Fund |  | We have 2 projects that will be paid for out of this fund—paving the parking lot, and exterior painting. It is requested that we send a reminder email to HT in February and again in the spring when we are ready to have this done.  Projects for the 2020 Facilities Committee are:  Install fire doors ($3525)  New furnace and air conditioning ($7800)  We are removing the book drop replacement and will look for alternatives.  Replacing the front door is in the Building Maintenance budget category. |
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| Audit Report 2018 |  | DB will request copies of future audits. BAS will provide the 2018 audit so we can address concerns. |
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| Attorney General Letter |  | The group reviewed and discussed the letter that gives authority over the library to the Trustees. This letter is dated March 7, 1995. It is addressed to Lillian Edelmann, President NHLTA  and signed by Terry Knowles, Registrar, Division of Charitable Trusts. To quote the letter …”the Library Trustees are the governing body of the library.” GT will follow up with the AG’s office to make sure nothing has changed. |
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| Book Bags |  | A library employee has made a suggestion that the Library sell book bags. DB will take this to the Friends. |
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| Building Maintenance MOU |  | This MOU specifies who is responsible for maintenance inside and outside the Library. We should review this annually with the Selectmen. DB will follow up with the new Board of Selectmen in April 2020. |
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| Memorial Books |  | DB will order a book on running for the Library in memory of Sharon’s son. PV will check on Amazon for a book the Library could order in memory of her Mom. |
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| Minutes |  | Already discussed. |
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| Sign |  | Where do we put the plaque we received once we were recognized as a historic building? Decided that we will wait until the front door renovation is complete and hang it somewhere inside at DB’s discretion in the meantime. |
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| Termination Policies |  | We will discuss at next meeting. |
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| Trust Funds |  | Patron Debra Holmes (Ward) has requested information under the Right To Know law on several subjects. GT sent her a very nice email reply on the one she sent to us. |
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| Other Business |  |  |
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| Personnel Handbook |  | .Policies on Time Sheets and Grievance / Appeal Procedures were reviewed. Motion to accept these policies as written BAS/GT. Motion carried 3-0. |
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| 2020 Holidays |  | We set the Holiday Schedule for 2020. |
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| Holiday Bonuses |  | Amounts set. Motion to approve Holiday Bonus checks for DB and Staff BAS/GT. BAS will write the checks. |
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| Update on NH Preservation activities and grant | GT reported Amy Cook and another person visited recently. They talked about a grant that pays out up to $10,000 and thought we should apply. Our feeling was we should try to repair and keep as much as possible to the original design and materials. Amy seemed to be very interested in being cost effective. | GT will go to the lumber yard and listen to their suggestions about how to fix. GT will seek out Janet Clark for help in filling out the grant application since Janet has experience with grant writing. |
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| Next Meeting |  |  |
| January 17, 2020 |  |  |
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| Meeting adjourned12:15 |  |  |
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| Respectfully submitted |  |  |
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| Patricia R. Vaillancourt  Recording Secretary |  |  |
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