FINAL REVISED FINAL 12/18/2019

Chesley Memorial Library Trustee Meeting

11/08/2019

Present: Gale Tobbe (GT), Betty Smith (BAS), Margaret Walker (MW), Norma Heroux (NH), Irene Kreider (IK),

Donna Bunker (DB) and Pat Vaillancourt (PV)

|  |  |  |
| --- | --- | --- |
| Topic | Discussion | Action |
| Meeting called to order at 10:23. |  |  |
|  |  |  |
| Minutes of 10/11/2019 |  | Reviewed and discussed. Correct spelling of new CML employee is Tami. Background checks – We are not doing background checks every 3 years as the Town is doing. We will continue our current process.  Motion made to accept BAS/GT. Motion carried 3-0. |
|  |  |  |
| Treasurer’s Report |  | Reviewed and discussed. |
|  |  |  |
| Director’s Report |  | Reviewed and discussed.  |
|  |  |  |
| Expenditure Report |  | Reviewed and discussed. Fourth quarter expenses will be discussed at our December meeting. |
|  |  |  |
| Requisitions |  | Signed |
|  |  |  |
| Old Business |  |  |
|  |  |  |
| Accruals |  | Accruals are not showing properly on a library staff person’s pay stub. DB will talk to Betty (new finance person) and Heather if necessary to fix. |
|  |  |  |
| Book Carts |  | GT has email from the prison that they have built 2 book carts for our approval; cost to us is $300 each. They will paint them our choice of colors and we chose forest green. Prison will paint them and call us when ready to pick up. |
|  |  |  |
| Emergency Lights |  | DB talked to Rich Antoine, the building inspector at the Joint Loss meeting. We have emergency lights, but they don’t work. We thought Steve Bailey was handling this. Rich will follow up with Steve, and let DB know outcome, |
|  |  |  |
| Meeting Area Policy |  | The new wording we agreed on is in our policy manual. The library’s meeting areas can be used for library sponsored functions. Any meetings other than library sponsored will need the approval of the Library Director. Motion to approve BAS/GT, motion carried 3-0. |
|  |  |  |
| Interior Painting |  | DB has not picked out the paint color yet. We will discuss again in January when BAS and Mike have more time to paint. |
|  |  |  |
| Personnel Handbook |  | DB will email us policies for our review. |
|  |  |  |
| New Business |  |  |
|  |  |  |
| Attendance Balances |  | This was previously discussed in Accruals. |
|  |  |  |
| Budget – review to anticipate Budget Committee Questions |  | **Meet with Selectmen on this 11/12 at 6:00 pm. This has been changed to 5:30 pm.** |
|  |  |  |
| Christmas |  | Proposed $250 bonus for staff and same amount as last year for DB—BAS to check to see what we gave DB last year. Motion made BAS/GT. Motion carried 3-0. |
|  |  |  |
| Computer |  | Trustees gave DB approval to purchase a new computer and monitor for an amount up to $3000. Motion made BAS/PV motion carried 3-0. |
|  |  |  |
| Facilities Committee Expendable Trust Fund (building maintenance (MOU) |  | We will discuss this with the Selectmen on Tues 11/12. |
|  |  |  |
| Joint Loss Committee Town Building Tour |  | A group of Department Heads toured all Town buildings, looking for issues. This has never been done before. Three issues were found at the library—problem with kitchen heat sensor, the fire extinguisher in the youth room needs to be moved, and the emergency lights do not work. DB will follow up with Rich Antione on the changes needed. DB will also call the Fire Dept for advice on moving the fire extinguishers. |
|  |  |  |
| Kitchen Heat Sensor |  | See above. It is not working properly and needs attention. |
|  |  |  |
| Knitting |  | The knitting group currently meets Tuesdays. Sharon would like to have the group meet Mondays and Tuesdays, as she is working both those days already. This was OK with Trustees.  |
|  |  |  |
| Magazine Rack |  | There is a metal magazine rack that is not being used. DB would like to offer it to other departments. This was OK with Trustees. |
|  |  |  |
| Projector |  | We have a projector in the library available for loan as long as DB approves in advance. |
|  |  |  |
| Time Clock |  | This is working, but not in ‘live’ status as yet. DB anticipates the ‘go live’ date is a couple weeks off. |
|  |  |  |
| Wages |  | Selectmen want to see our salary budget calculated with a 1 step increase and a 2% increase across the board. We will stand by our proposal. |
|  |  |  |
| Water Barrier |  | We need to remove the old one and replace it with a new one. DB will follow up with the fire dept as they installed the present one. |
|  |  |  |
| Wish Tree |  | Group agreed we will do this again. Staff will write suggestions for items the library needs. Patrons take the “wishes” and purchase them.  |
|  |  |  |
| Youth Room Fire Extinguisher |  | Already discussed in building tour above. This needs to be moved. DB will call the fire department.  |
|  |  |  |
| Other Business |  |  |
| Grant request |  | MW suggested we apply for a grant from the NH Master Gardner group to make galvanized raised bed gardens and soil to fill them. These grants can be up to $500. We might also be able to replace some shrubs with this grant money. Motion made giving MW approval to pursue grants. BAS/GT. Motion carried 3-0. |
| Next meetings | Tues 11/12 5:30 with SelectmenThen 12/13 10:15 Trustee Meeting |  |
| Adjourned 12:10 |  |  |
| Respectfully Submitted, |  |  |
| Patricia R. VaillancourtRecording Secretary |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |