Draft Minutes of the Board of Library Trustees—April 13, 2015—7:25 PM

Present: Ed Cook, David Partridge, Eileen Labak, Steve Russo, Sara Rockwell,   
 Myra Emmons, Director

Also present: Ann Somers, Helen Ballou, Loring Webster

**Board elections:  
Dave nominated Ed chair, Eileen seconded. Motion passed unanimously in the affirmative.**

**Ed nominated Dave treasurer. Eileen seconded. Motion passed unanimously in the affirmative.**

**Steve nominated Eileen secretary; Dave seconded. Motion passed unanimously in the affirmative.**

**Minutes:**January minutes: **Dave moved we accept the minutes from January with the approval of the members present. Motion passed unanimously in the affirmative.**   
February minutes, change date to 2015. **Dave moved we approve the February minutes as amended; Ed seconded; motion passed unanimously in the affirmative.**   
March minutes: **Ed moved we approve the March minutes as written; Dave seconded; motion passed unanimously in the affirmative.**

**Treasurer’s Report:**

-See attached report.  
-Dave got the money from the town. We are waiting for April money. The town performed its audit; Dave provided paperwork to the Town Hall. Once our paperwork is approved, Dave will create a checklist.

-We’ve reached 29% at 1/3 of a way through the year. Myra and Dave will review the education and office supply line items.

**Director’s Report:**

-See attached report.  
-Children’s staff is preparing for Aimee’s maternity leave. Myra is considering names for summer coverage. Aimee would like to work a few hours from home doing collection development.  
-The staff will be attending training for Slips & Falls and Blood-borne Pathogens scheduled for all town employees on 4/15/15.  
- The library was without the elevator on Thursday 4/8/15. It was fixed on Friday, 4/9/15. A new circuit board will be shipped to us to replace a troublesome filament. All repairs are covered under warranty.  
-There was a discussion of the power surge issues. All of the library’s electronics are on one circuit; there is a proposal for rewiring to alleviate the heavy load on the one circuit. The repair should come out of the town budget as it is a town building. Myra will call the town to get us on the painting schedule this year.   
-Programs are running smoothly. Living with Coyotes will be held on April 28 at 6:30 pm. The library is planning to make the Edible Book contest an annual event.  
- Myra reviewed a VOIP proposal. Given the Internet connectivity issues we have at the library, Myra does not recommend we switch yet. Myra will save the proposal for review in the future. We would like a proposal that could keep our existing physical phones.

**Public input:**

-Ann touched base on landscaping. Ann will contact Jerry Farwell to lay bark mulch out front and on the side. There is some interest in leveling the entrance, which collects water; Ann will encourage the facilities committee to put that item on their list. There was some discussion of putting a drain on the side instead, which may be easier and more cost effective.  
-Loring updated on the NHLTA. He encourages us all to actively participate. There is a quarterly newsletter that is very good with many contributors. There are 3 orientation sessions coming up to consider. The annual meeting and conference is May 18. 8 am-4pm. This year’s topic is Reinvisioning Public Libraries.

**Review of warrant article and options**

-Steve printed out Preparing a Warrant Article and Campaigning for your Warrant Article from the NHLTA. There was discussion of beginning a campaign well in advance of Town Meeting, getting the word out and our supporters into the meeting. Eileen will contact Stacey Plummer re: NHS students to babysit and Mr. Dobe re: possibly using the CSDA library for babysitting during town meetings. There was discussion about potential warrant article strategies.

**2015 Tasks**

-Update/add to the Manual. *e.g.* Surplus materials policy  
-Review and update the Collection Development and Maintenance Plan during May meeting.   
-Disaster Plan is in draft form; Myra will update for May meeting.  
-Julie was awarded her Level 2 Paralibrarian Certification. There was some discussion of professional recognition within the library for certification.  
-The social media policy will be added to the manual.  
-Myra attended the Sunapee new library presentation. Focus on the partnership between private and public funding.  
-Minimum age for volunteering is currently 14.

**Adjournment:**

Our next meeting is May 5th at 7:30 pm.

**Dave moved to adjourn at 8:25 pm; Ed seconded. Motion passed unanimously in the affirmative.**