Draft Minutes of the Board of Library Trustees—December 2, 2014—7:25 PM

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

Absent due to illness: Louise Price

**Minutes:  
Upon motion by Ed, it was moved to accept the minutes of the November 5th meeting as written. Motion passed in the affirmative unanimously.**

**Treasurer’s Report:**

-See attached report.  
-Total expenses are at 94%, which is a little higher than 11/12th of the year, but that does not account for donations that are forthcoming. Retirement is a touch over. The retirement changes in June, so our estimate from last year’s budget was a little low relative to the change.

**Director’s Report:**

-See attached report.  
-During the power outage, the heat remained on somehow. Once the power came back on, everything was fine but Myra had to reset the elevator.  
-Myra has emailed Tad to get the town to move on the front door, which is currently an energy issue. That should be addressed before more winter sets in.  
-Dave asked whether the outstanding fines are constant. It appears to be around $1,000 each month. Is a significant percentage of that $1,000 the same fine that we’ve been carrying month to month for several years? Do we remove those fines from the books? Should we purge fines related to expired cards? Patrons with outstanding fines get a call first, then a letter, then a follow-up call, then a final letter. If it’s just a fine and the materials have been returned, then the $ just sits on the books. If there are materials missing, we pursue the materials. Ed proposed we have a breakdown of the long outstanding fines at our next meeting. What percentage of the fines are <1 year, what percentage >1 year, what percentage >3 years? Myra will come to our next meeting with a proposal of what she would like to do with the fines in order to clean that column.

**-Ed made a motion to reduce the fine amount that would block people from checking out more items from $5 to $2. Motion passed unanimously in the affirmative. As long as there is still a blocking mechanism in place to retrieve materials and keep them in circulation, we are not opposed to the idea of a conscience jar replacing fines.**

**Updates:**

-Direct deposit is in place. Staff is very happy.

**Warrant articles:**

-Myra spoke with Tad prior to the meeting start. 30 hours is considered full time. We must budget with health insurance for a position of 30 hours.   
-Myra presented several new budget options for us to consider and we discussed the wording of the warrant article that will be proposed. The warrant article will propose increasing the assistant director position by 6 hours, thus making it a full time position.

**Ed moved we go into nonpublic session at 8:45 p.m. per RSA 91-A:3, II(a). Dave seconded. Motion passed in the affirmative unanimously.**

**Nonpublic portion of the meeting ended at 9:04 p.m.**

**Adjournment:**

Our next meeting will be Tuesday, January 6, 2014, at 7 p.m.

**Ed motioned to adjourn. Eileen seconded. Motion passed unanimously in the affirmative.**