

Langdon Library Board of Trustees Meeting Minutes November 21, 2019

Present: Trustees Jack O'Reilly (JO); David Turbide (DT), Catherine Hazelton (CH), Peter Welch (PW), Lillian Wilson (LW); Alternate Steve Bush (SB); Library Director Lara Croft Berry (LCB)

Meeting called to order by JO at 1:30 PM

Minutes: Moved by PW, seconded by LW to accept October 17 public minutes; passed 5 – 0. Moved by LW, seconded by PW to accept November 13 public minutes; passed 5 – 0.

Treasurer's Report: Spending is in line with expectations at this point in the year. Because we are expected to present and discuss the 2020 budget on Tuesday, and we have not yet received the exact amount of the insurance increases as yet, the board agreed to authorize LCB and JO to increase our 2020 budget (as agreed previously) by the amount of the insurance increases before presenting it to the town budget committee. Moved by DT, seconded by PW, passed 5 – 0.

Director's Report: The library continues to operate smoothly, with continued great numbers for visits and programs.

- Thanksgiving week will be as usual, closed Thursday and Friday, open Saturday. The trustees agreed to closing the library at 5 PM on Wednesday rather than the usual 7 PM. Moved by JO, seconded by PW, passed 5 – 0. This information will be widely posted to alert patrons.
- LCB proposed and the Trustees agreed that the year-end bonuses discussed and agreed to previously should be paid in the first pay period following December 1 in order to simplify end-of year accounting and cash management.
- The town has requested detailed pay rate information for staff members as included in the 2020 budget. Because merit raises are not determined until each employee's annual review, this information is not available.
- The annual Holiday Gathering (formerly Winter Warm-up) will be Tuesday December 3. Stoneface Brewery has generously donated several cases of product, JO secured a discount on mini sandwiches, and LCB will be getting wine and snacks with the money allocated and budgeted for this event.

Building Maintenance: The parking lot construction warrant article is ready. JO will make sure the budget committee and selectmen are given a 'heads-up'. The engineering contractor will only be invoicing us for a fraction of the amount of the contract in 2019 so we will have to encumber the remaining amount before year-end to keep the spending in the 2019 budget where it was approved and funded. JO will see to this. Peter Welch installed a drain near the low spot in the sidewalk to reduce or prevent puddling and ice formation that has been evident of late, at almost no cost to the library. Thank you, Peter. The flat roof has been cleared of leaves and debris. The gutters need to be cleaned before snow falls. Mammoth Alarm completed their first fire annual alarm testing and maintenance since we switched to this provider. They found a defective relay in the circuit that transfers any alarm activation to the fire department. A technician arrived to replace the part as the board was meeting.

Policies: No policies to review this month.

Donations: The board voted to accept \$24.00 in donations: Moved by DT, seconded by CH; passed 5-0

No Non-Public session this month.

Next Meeting: December 19, 2019 @ 1:30PM

Board meeting adjourned - moved by DT seconded by PW, passed 5-0 at 3:27 PM

Respectfully Submitted: David A Turbide, board secretary

DRAFT