



### **Board of Trustees Meeting Minutes March 23, 2023**

**Attendees:** Attendees: Trustees Jack O'Reilly (JO), Meghan Wayss (MW), Alex Jacuch(AJ) and Ted Karabinas(TK), Director Lara Berry (LB)

JO called the meeting to order @5:37 and welcomed new members AJ and TK.

**Minutes:** February 10, March 15 and March 15 non-public 2023 were tabled to the next meeting.

**Treasurer's Report:** We spent more than the first quarter appropriation mostly due to many costs being front loaded (will borrow from trust funds for now). For the next quarter we will request an amount based on the town passed budget of 3/18 and the difference from the last quarter which changed to the new budget amount. JO noted that the electricity and water accounts need to be transferred from Town Paid to Library Operating Expenses.

#### **Director's Report**

- The town's insurance carrier has requested an updated appraisal on a few of our items. LB is researching to find an appraiser.
- LB is still waiting to hear from the NH retirement board to add our full time employees to our own account. We will need this to complete before taking over payroll. It is now estimated that we will take over payroll in July. It was discussed to have employee paid time off also tracked by payroll.
- AED training will be held on 3/30 at 11:00. Trustees are welcome to attend.
- "We are switching to a new Fire Alarm Inspection company with equal service and lower cost than our present one. The Board authorized LCB to employ TL Communications to install two new carbon monoxide detectors for \$575." Moved by TK to approve. Seconded by MW. Approved 4-0
- A donation which was received during construction of the addition and its use were discussed. How to receive and spend future donations was also discussed.
- Candidate's night was held live on March 7. It was much appreciated and enjoyed by those who attended.

- There were \$20 in donations since the last meeting. It was moved by TK and seconded by MW to accept. Motion passed 4-0.
- There was discussion about the old front door as an emergency exit. It will be unlocked during events. LB is researching how to upgrade the door while keeping historical appearance.

**Policies:** TK moved to approve the Investment policy presented by LB. Seconded was by MW. Motion was approved 4-0. LB has put together a “Master Agenda” for use by the Board for scheduling policy reviews and other pertinent agenda items for the rest of the year. This will be a big help.

**Building Maintenance:**

- We have switched to a new electricity provider which will save us money.

**Old Business:**

- The credit cards were discussed in depth. Two banks previously contacted cannot provide the exact requirements needed. MW has been working with a new potential bank and gave LB some forms to look over.
- A discussion was held regarding when to close or delay opens due to bad weather. The library parking lot and walkways are usually the last to be cleared.

**New Business:**

- The next year’s officers were discussed and agreed to be JO as Chair, Paul Pelletier as Vice Chair, MW as Treasurer, Lillian Wilson as Alternate Treasurer and AJ as Secretary. Moved by JO, seconded by TK. Approved 4-0
- National Library Week is April 23-29. Motioned by TK and seconded by MW to authorize up to \$200 to be spent on staff gifts. Motion passed 4-0.
- Moved by JO. Seconded by TK to approve LB’s 2023-2324 contract. Approved 4-0

**Next Meeting:** 4/11/23 at 5:30

**Adjournment** At 8:04 it was moved by AJ and second by MW to adjourn. Motion passed 4-0.

Respectfully submitted  
Jack O’Reilly