



### **Board of Trustees Meeting Minutes May 4, 2023**

**Attendees:** Attendees: Trustees Jack O'Reilly (JO), Meghann Wayss (MW), Paul Pelletier(PP), Alex Jacuch (AJ) and Ted Karabinas(TK)-arrived at 5:52, Trustee Alternate Lillian Wilson (LW), Director Lara Croft (LC)

JO called the meeting to order @5:47

**Minutes:** April 11 minutes. Moved by PP and seconded by JO to approve. Motion passed 4-0 with LW abstaining and TK not yet present.

**Treasurer's Report:** Spending is on track except we have had to borrow from trust funds. Appropriations are received quarterly from town hall but spending is not linear with some front loaded. There was a discussion on tracking donated funds and taking over of all spending. JO read from an earlier document prepared by LC about this. She will forward all previous correspondence to the town hall on this subject. LC noted that there has been no response to any of these.

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

- There is currently an updated appraisal in progress on some of our items. LB has found an appraiser, Jay Williamson. She has also started adding prices to all of the items in the collection so replacement costs can be added next year. So far appraisals are coming in at more than the values from the last time this was done.
- We had a problem with our last TD credit card payment where the Post Office sent it to the wrong place and which made the payment late. LC made the decision to call in the payment which is not the norm. The Board agreed this was the best decision. Discussion was held about the best way to make payments and assure accountability including digital.
- LC is researching policies for possible home delivery. More to follow.
- There were \$22.50 in donations since the last meeting. It was moved by MW and seconded by JO to accept. Motion passed 5-0.

- Another successful “Meet the artist” night was held recently.

**Policies:** The following policies were approved:

- Circulation. Moved by TK and seconded by MW. Motion approved 5-0
- ADA. Moved by PP and seconded by MW. Motion passed 5-0

**Building Maintenance: No new items**

**Old Business:**

- 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. The state has been very slow to respond.
- All information required by Citizens Bank has been collected and forwarded by MW. Hopefully we will be receiving new credit cards the week of May 8th. MW will prepare a letter for Board review and then send it to Piscataqua Savings Bank to close out the account there and transfer it to Citizens, Moved by TK and seconded by PP to have MW proceed with this. Motion passed 5-0.
- TK gave an update on the memorial bench. He has a price which includes engraving and installation. LC will prepare a letter to the donor before having TK proceed. TK also gave an estimate for a memorial plaque which the Board has agreed to pay for. It was moved by JO and seconded by PP to have LC draft a letter, for Board review, to the donor with the price, ask for the engraving desired and follow up on the donor’s original discussion about paying for the bench which the Board would be happy to accept. Motion passed 5-0.
- National Library Week was April 23-29. MW was in charge of the effort to purchase gifts for the staff. The Board recognized MW for the great job she did on this.

**New Business:**

- The library will be closed May 27<sup>th</sup> and 29<sup>th</sup> for Memorial Day.

**Next Meeting:** 6/22/23 at 5:30

**Adjournment** At 7:20 it was moved by PP and second by JO to adjourn. Motion passed 5-0.

Respectfully submitted  
Jack O’Reilly