

## **Langdon Library Board of Trustees Meeting Minutes June 2, 2022**

**Present:** Trustees Jack O'Reilly (JO), David Turbide (DT), Peter Welch (PW, left at 6:35), Meghan Wayss (MW, arrived at 5:40), Paul Pelletier (PP, left at 6:24); Library Director Lara Croft Berry (LCB)

### **Meeting called to order by JO at 5:30 PM**

The first order of business was to approve the minutes from our last meeting on May 5, 2022 and special meeting May 26, 2022. Moved by PW, seconded by PP, minutes approved 4 – 0

**Treasurer's Report:** Updated financial report not ready at this time but no surprises expected thus far in the new budget year. Getting the utility bills sent directly to us (instead of through town hall) is the next step in out change of procedure as approved previously. Another vote confirmed that LCB is authorized to make these changes with the providers – moved by PW, seconded by MW, passed 5 – 0. The written agreement describing the new procedures that the town asked for has not been completed as yet. Terms and wording are still under discussion by both sides. The new procedures fall fully within the RSAs so the process change can proceed without the written agreement in place. In other words, there's no real urgency to get this completed.

**Director's Report:** The window cleaning has been completed. Story hours organized by Debbie Obertanec with Newington Fire and Police departments on Friday mornings have been well received and much appreciated. Work is proceeding on preparations for summer reading. Scheduling subs for full coverage and published hours has been a challenge, successfully completed thus far through the transition gap between Amanda's departure and Britney's start date. There may be a few changed hours in the next couple weeks (Wednesday June 15<sup>th</sup> for one example) but otherwise operations will proceed as normal as long as everyone stays healthy. A review of "traffic" patterns on the library resulted in a proposal to adjust the hours of operation as follows to better serve the patrons. Monday and Friday 11 to 5; Tuesday and Thursday 10 to 8; Wednesday 2 to 7; Saturday 10 to 4. Moved by DT, seconded by PP to approve the change with the understanding that LCB can make minor adjustments to accommodate activities like story hour, book club, or other reasons. Passed 5 – 0. Finding a new telephone service provider has been put on hold in favor of more pressing activities. Work on this will resume when conditions permit.

**Other:** The special meeting on May 26 authorized LCB to make an employment offer to the candidate that she has recommended to the board as the new full-time employee replacing Amanda. Since that date, an offer was made to and accepted by Britney Post. She will start on June 20.

**Building Maintenance:** No crises. No update.

**Policies:** After some discussion, to clarify our personnel policy, the trustees approved the following policy: Full time library employees will be eligible to participate in the town's health insurance buy-back program wherein an employee who opts not to enroll in the health insurance program will be eligible to claim a "buy-back" percentage of the cost as specified by town policy. This policy becomes effective on June 15, 2022. Moved by JO, seconded by PW, passed 5 - 0

**Board meeting adjourned** - moved by DT, seconded by JO, passed 3-0 at 6:50 PM

**Next Meeting:** Thursday July 21 at 5:30 PM, at the library.

**Respectfully Submitted:** David A Turbide, board secretary