

## Langdon Library Board of Trustees Meeting Minutes

September 15, 2022

Call to order at 5:35

Attendees: Peter Welch (PW), Jack O'Reilly (JO), Lara Barry (LB), Meghann Wayss (MW). Paul Pelletier (PP) Joined the meeting at 5:40.

Approval of the August 18, 2022 minutes was moved by Peter Welch, seconded by Jack O'Reilly. Minutes approved 4-0.

### Treasurer's Report:

Financially, things are proceeding as expected. The Library operates on a gross budget (meaning both town appropriated funds and Trust funds). The proposed budget is based on last year's rates which are subject to change. For example, the propane bill (which is a pre-buy contract), healthcare and dental premiums, and utilities (with their ever-increasing rates). Due to these changing figures the final proposed budget may need adjusting as we approach final Budget submission. The Budget committee meets in December regarding the budget. Both the Trust Fund and Town appropriated maintenance lines have been over spent due to items such as Mamouth fire inspection and other building maintenance costs (some planned and others unforeseen earlier in the year). We continue to feel strongly that the overall Budget will balance out the totals as we reduce other expenses. This continues to be a high priority for the library management and trustees.

Quarterly appropriations letter to the town requesting funds is coming up.

Patricia, the bookkeeper, estimates only an additional 3-4 hours per month to accommodate for the addition utility and payroll management. The board is not concerned with the slight increase to the professional services line as the Tech professional service costs have diminished.

J.O. motioned to increase the legal line in the budget to \$2,000. This was seconded by P.W. Approved 4-0

J.O. Motioned To approve the Library's budget of \$280,838 with the caveat that the 2023 rate changes will increase that figure when it is known. This was seconded by P.W. approved 4-0 vote.

And the proposal to the select board regarding the change in the 2023 requested appropriations disbursements (including payroll and utilities) will be revisited and submitted. The Library trustees need to have the appropriate Tax ID information going into 2023 to be able to take over the utility and payroll management. There was a 4-0 vote to proceed with getting the library Tax ID number and set up in NHRS.

## Director's Report:

The Library had one day where the library had to close due to lack of staffing due to staff illness and sub unavailability.

Motioned by P.W. and seconded by Paul Pelletier with a 4-0 vote the library will be switching telephone providers to Unified phone systems with the Boards 4-0 vote authorizing the \$2423 set up fee but which will cut costs for 2023.

Organic First Lawn Aerated, over-seeded, and Chris Colbath Irrigation repaired broken lines and "heads", and recommended only watering once a day 1.5 inches of water for best results. L.B. recommended that Theresa be educated in the management and operation of the watering/timing system. The Board agreed unanimously.

No new water in the basement.

Morgridge Pumped the septic- first time since 2019.

LB Laundered the window seat pillow covers which came out great.

GSC removed a paper wasp nest near the entrance to the building.

Baker and Taylor, the library's largest supplier of books, was cyber hacked causing a temporary one-week delay in ordering and delivery. In the meantime, LB set up accounts and placed orders with other vendors.

The board will review Confidentiality of Patrons and Facility use in October's meeting.

August's \$5 donation was approved. Motioned by P.W. seconded by P.P 4-0 all in favor.

## Non-Public session:

Moved by J.O. and seconded by P.W. to change to non-public session per RSA 91-A:3II(a) and (c) personnel @ 7:00 pm. Approved 4-0 by roll call vote.

Moved by P.W and seconded by J.O., approved by 4-0 roll call vote to close the non-public session @ 7:45 pm. Moved by J.O. and seconded by P.W., approved by a 4-0 roll call vote to seal the minutes of the non-public in perpetuity.

Board meeting adjourned- moved by P.W. seconded by P.P. passed 4-0 at 7:50 pm

Next Meeting Thursday October 20, 2022 @ 5:30

Respectfully Submitted: Meghann Wayss, board treasurer