

Newington LBOT Meeting Minutes 1/11/16

Present: Trustees Steve Bush (S), Jack O'Reilly (J), Patty Borkland (P), Lee Lamson (L), Lillian Wilson (LW), Trustee Alternate Cathy Hazelton (C), Library Director Lara Croft (LC)

Meeting called to order by Chair S at 2:04

Minutes: Moved by L, seconded by P to accept the minutes of 12/14/15 and 1/4/16. Accepted 5-0 for the meetings at which they were in attendance.

Treasurer's Report:

- The town will be closing its books this week. They have requested our latest propane bill. LC is working on getting it corrected.
- Trust funds incorrectly given to the town should be returned to the LBOT in the next couple of days.
- Selectmen will be voting on encumbrances this week. Due to an unanticipated surplus in our budget we will vote to encumber the remaining amount to do the rest of the shelving for which we have a contract.
- There was a discussion on how we will handle the rest of the trust funds we will be receiving.

Director's Report (on file in the library):

- Still would like the LBOT to look into more lighting at the new front door
- We are counting patron visits differently than in the past. This more conservative method, which is what's used at other libraries, will show a drop in patron numbers, while visits have actually not dropped.
- LC will order replacement light bulbs for the Adult Non-fiction Room. J was going to do it when picking up the light pole cover but wasn't the one to pick it up.
- LC has been working with our website company for an update/revision. The contract in hand is for \$2160. Due to the budget surplus mentioned above it was moved by J and seconded by P to approve the contract with Helpful Website Company for \$2160 and to encumber the funds from the 2015 budget. Motion approved 5-0.
- Also as mentioned above, due to our surplus, it was moved by S and seconded by L to approve the \$1972 contract with Tucker Library Interiors for \$1972 for Programming Room shelving and add the \$1972 to the previously approved contract with Tucker. The vote is to also encumber these funds from the 2015 budget. Motion was approved 5-0. The Purchase Order previously presented to the town will be changed to reflect this additional contract.
- Notification was received that we will again be getting \$1000 from the NH Charitable Foundation as in previous years.

- The Children's half-day program is 1/13. There will hopefully again be enough volunteers. J has been putting requests for help in the School Supporters Facebook page.

New Business:

- The budget public hearing will be on 2/6 at 10:00. Members of the LBOT will be present.
- Need to meet with the Trustees of the Trust Fund to discuss future trust fund distributions.
- There will be 3 LBOT positions in this year's ballot, one for 2 years and two for 3 years. Signups should be later this month.
- The LBOT has received a bill from the town for \$150 for clearing snow after the last storm. There was much discussion about this and unanswered questions such as what other Departments/Boards are being billed. There is no money in our budget for this. Why is it being done in the first place since it adds administrative costs to the town? Should we contract the work out? S will look into this.
- It is currently LBOT policy that if the town's school is closed due to weather the Library will follow suit. Recently there was a storm on a day the school was closed. It was moved by J and seconded by P that for days when the school is closed and there is inclement weather the Director will make the decision on whether to close. In discussion of the motion it was agreed that the Director will try to reach as many Trustees as possible but will still make the final decision. Motion approved 5-0.

Next Meeting: February 8th at 2:00 for regular business. Meetings will continue to be held on the second Mondays of the month at 2:00

Adjournment: At 4:05, moved by L, second by S to adjourn. Approved 5-0.

Respectfully Submitted

Jack O'Reilly