

Newington LBOT Meeting Minutes 12/14/15

Present: Trustees Steve Bush (S), Jack O'Reilly (J), Patty Borkland (P), Lee Lamson (L), Library Director Lara Croft (LC)

Meeting called to order by Chair S at 2:00

Minutes: Moved by L, seconded by J to accept the minutes of 11/9/15. Accepted 3-0. L abstained (was not at meeting).

Treasurer's Report: On file at the Library. Expenditures are on track for the end of the year.

- Employee holiday gifts: Moved by P, seconded by S to give the same as previous years. A separate amount was agreed to for the Director. Motion approved 4-0
- Kids Room shelving and spinners: Moved by L and seconded by J to approve and to encumber the funds for a contract with Tucker Library Interiors for new Children's Room shelving and spinners not to exceed \$1972. Motion approved 4-0. The Town Administrator will have to be notified to have the encumbrance voted on by the BOS. LC or S will do this.

Director's Report: On file at the Library.

- Shelving repairs were done quickly by the contractor after being reported
- Budget meetings went well. A question was asked about how many users there are. LC's research found that 37% of town residents checked out at least one item in 2015 and that doesn't include computer use, copier use, movie tickets or museum pass reimbursement, reference questions, etc.
- Attendance is about the same as last year (about 30-32/day). Room's usage has more than doubled as has Inter-library loans.
- Employee pay changes budgeted for 2016 will go in effect 1/3/16. LC will submit the new amounts for the first pay after that.
- There have been some issues concerning unsupervised children. LC will address with all parents
- LC is working on getting nametags for our employees
- Half-day school program held on 12/9 went very well. There were enough volunteers on hand and their assistance was well appreciated.
- Our website is being updated to make it more user friendly

Trust Fund Settlement:

- The \$32,548.47 ordered by the Court has been given by the Trustees of the Trust Fund to the LBOT however the \$432,429.61 order by the Court to **also** be paid out to the LBOT was instead given to the Town Administrator. J will write a letter for the LBOT

Chairman's signature to request the BOS return the funds to the LBOT to be in compliance with the Court Order.

- It was agreed that once the funds are returned, they will be appropriately invested and paid to the town in 1/3 increments over the next three years to be applied to and help offset the bond for the recent Library addition and renovation as so voted during 2015's Town Meeting.

LBOT Investment Policy: As required by RSA 31:25 the LBOT has completed our annual review of the policy. Moved by L, seconded by J. our policy was approved 4-0

2016 Warrant Article: In light of the recent receipt of the \$32,548.47 from the trust fund, L moved and P seconded to withdraw this's year W/A request to add an additional \$5000 to our Maintenance Capital Reserve Fund. Motion passed 4-0.

Director's Contract: J will work on getting an updated contract for LBOT review which will reflect changes approved in our 2016 budget.

Next Meeting: January 11th at 2:00 for regular business, possibly at L's residence. LBOT will revisit the days and times for future meetings.

Adjournment: At 4:10, moved by P, second by L to adjourn. Approved 4-0.

Respectfully Submitted

Jack O'Reilly