

Board of Library Trustees Meeting

December 16, 2022 @ 10:30

Attendees: Jack O'Reilly (JO), Peter Welch (PW), Paul Pelletier (PP), Meghann Wayss (MW), and Lara Barry (LB)

Jack O'Reilly called the meeting to order @ 10:41

Approval of Minutes:

November 18- approval tabled until next regular meeting January 13, 2022

December 7, 2022 meeting minutes approved- J.O. motioned, seconded by P.P., all in favor.

Treasurer's Report:

Though some lines of the budget have been overspent others are under and we look to be on track for a balanced budget for 2022. Utilities, especially electricity, are the primary over expenditures. Book acquisition (collection development) is over spent due to supply chain difficulties and having to purchase items elsewhere at less of a discount. And, equipment purchases are overspent due to the children's display and the outdoor (portable) signage. All should be offset by under expenditures in appropriated salaries line.

Trustee funds Lines 1902 and line 1907 over expenditures to be replenished/covered with appropriated funds. Patricia, the accountant, will take care of this the next time she is in.

Lara felt the Budget committee "truly understands the complexity of the library financials" after the last Budget committee meeting and now understands her "8 year challenges" learning the nuances/differences between the predictable annual maintenance costs and the unexpected maintenance costs such as the lawn and HVAC. The BudCom recommended the budget requested by the trustees.

Directors report:

No written report submitted by the director

MW voiced frustration regarding lights being left on late into the night at the library in the:

stacks, walkway, and both foyers. The director said none of those are the ones controlled by the staff. MW suggested the board have Lara reach out to the building inspector regarding changing the timers so they don't

run as long. LB stated the library lighting provided good visibility per police Officer S. O'Reilly, and Officer T.Wood, and the building inspector regarding the amount and length of lighting at the library for

security purposes.

Policies:

The confidentiality of patrons record and the facility use policies are to be visited in January.

Two Meetings may be held in January (one regular board meeting and one to discuss personnel or to catch up on policy updates). The two meeting combination each month is under consideration by the board for the following months and will be discussed in the January business meeting.

Building Maintenance:

Increased utilities and initiatives to reduce expenditures is one of the Library Board's immediate priority. LB stated, earlier in the meeting, the town's building inspector and Officers O'Reilly and Wood said the lighting was providing good visibility regarding security and lighting during the department head meeting. The board asked that the director to further reach out to the inspector asking about possibly reducing the run times or installing motioned sensor lighting to reduce usage. LB will follow up via email regarding this matter and whether shutting off computers at night (as the board suggested) would prove a beneficial saving.

New Business:

2023 budget meetings schedule

The Trustee board (MW, JO, and PP) has asked Lara to format a letter stating the Langdon Library Director nor will the trustees be using the town provided credit card due to the 2021-2022 credit card issues. This letter with the respective credit card will be returned to town hall once any outstanding charges are paid.

MW will look into how to view account information and activity on the new credit cards the Langdon library has opened; as currently she is unable to view any of this activity as treasurer.

P.W. left the meeting at 12:00 pm

The Director and the trustees had a discussion regarding a conflict between the Director and a trustee for which she asked for help. A previous email from the trustee was included in the discussion. She asked for assistance from the board which agreed that the situation should be addressed.

Some best practices were discussed regarding the conduct of future meetings, the protocol for discussions and the possible need for more than one meeting per for a while. These will be discussed more in the January regular business meeting.

End of year bonuses – Discussed in Non-public meeting cited by RSA 91:A:3.

Motioned to enter session @ 12:14 pm by JO and seconded PP. Passed by a 3-0 roll call vote.

At 12:45 pm, the non public session was ended motioned by JO and seconded by PP. Passed by a 3-0 roll call vote. At 12:46pm it was moved to seal the minutes in perpetuity by a roll call vote which passed 3-0.

It was moved by PP and seconded by JO to approve the bonuses discussed in the non public meeting. Motion passed 3-0.

Meeting adjourned @ 12:47 PM. Motioned by PP and seconded by JO. All in favor.