



Board of Trustees Meeting Minutes July 11, 2023

Attendees: Attendees: Trustees Jack O'Reilly , Meghann Wayss, Paul Pelletier, Alex Jacuch and Ted Karabinas, Director Lara Croft

Jack called the meeting to order at 5:37. The purpose of the meeting was to review the specifics on the trustee letter to the board of selectmen dated June 16 and verbal comments from the selectmen made at their meeting on 7/5.

Patricia, the accountant for the library was unable to attend our meeting because she was on vacation.

Lara clarified that the library's tax id/EIN and taking on payroll does not change the status of the library employees and will not have the perceived implications of concern by the BOS.

NHMA- excellent/best resource (& free guidance) for municipal law.

Ted has a call in to NHMA for clarification regarding page 30 in NHLTA Trustee Manual regarding any IRS implications from changing to our own EIN, He is awaiting a response.

Lara will verify with Patricia regarding any possible tax implications with the library doing their own payroll under their own EIN/Tax ID. Lara and Patricia have had multiple conversations regarding the shift and there does not seem to be any tax implications that would negatively impact the library, but this will be verified with Patricia.

Lara spoke with Primex (our Building Insurance company) and the library can stay under the Town's insurance plan but they will not bill us separately , even with the changes proposed with Tax Id and payroll. She did not ask Primex to have the library billed separately, but that information came up during her phone call because the representative from Primex shared that from a previous conversation that was prompted by the Town.

Lara spoke with Health Trust regarding health and dental insurance and again the library employees can stay on the Town's plan per the Health Trust Lara spoke with.

Life and Disability Insurance are currently done every pay period with the payroll. Lara will ask Patricia who/how this will be processed when the library takes over payroll)

Employee records are currently stored at the Town Hall vault. At the last BOS meeting, the Selectmen mentioned that the records will now need to be removed with the transfer of payroll. Lara believes that there may be 2 separate issues that are getting confused because she requested some of the financial records from the Town to provide Patricia with the information needed to get the employees set up for payroll. The BOT will get clarification from the BOS as to whether the library will be able to store any records, such as employees reviews at Town Hall. If unable to continue to store records at Town Hall, the library will further discuss at a later time the type of safe to get to store the records in at the library.

Jack discussed the possibility of sending the town a check for the building insurance and audit cost upfront once the annual appropriations are approved at town meeting.

It would be a good idea to write-up some key point/ responses to the BOS concerns/questions, as Alex mentioned and for BOT to have a copy, as well as give the BOS a copy the day of the meeting on 7/31. ~~Or maybe the BOS does not need a copy.~~ Alex recommended that they have something to reference (all were agreeable) It would be very useful for the Library BOT to have it on hand and on file. Included, would be a clarification of the "reason" the library wants to make this shift of responsibilities, in order to clarify that's it's not just because "we can". I think this could just be some brief reasons why it would streamline things and be more efficient (ie late fees incurred because of late payments, access to end of year finances in a timely manner in order to submit them to the Town for the year-end report, etc. with the focus not on blame, but so that there is a better understanding between the BOS and BOT.

Next Meeting: 7/17/23 at 5:30. There will also be a meeting with the board of selectmen on 7/31 at 5:30

Adjournment At 6:48 it was moved by Paul and seconded by Ted to adjourn. Motion passed 5-0.

Respectfully submitted
Jack O'Reilly