

Langdon Library Board of Trustees Meeting Minutes February 14, 2019

Present: Trustees Jack O'Reilly (JO); David Turbide (DT), Peter Welch (PW), Lillian Wilson (LW), Cathy Hazelton (CH); Alternates Lee Lamson (LL), Steve Bush (SB) arrived at 2:04; Library Director Lara Croft Berry (LCB). DT left the meeting at 2:30 PM
Meeting called to order by JO at 1:00 PM

Minutes: Moved by CH, seconded by LW to accept January 24, 2019 public minutes. Accepted 5-0

Treasurer's Report: Spending is in line with expectations this far into the new year.

Director's Report: The library continues to operate smoothly. The numbers for the year are down just a bit from the 2017 record but are very much in line with the continued growth over the last several years.

- On-going programs like Tech Talks, Caregivers' Café, Story Hour, Book Club, etc. continue. There is a "Love the Home You're In" decoration program upcoming on February 20.
- Candidates night will be March 6th from 6 to 7 PM. Invitations will go out to the candidates soon. After discussions, it was decided that although write-in candidates will not be specifically invited to speak, they are welcome to attend and have the same right to network as any other town resident.

Parking Lot: No significant update this month other than the appearance of drainage issues on the sidewalk and parking lot. PW suggested that improved drainage is needed to solve the puddling on the sidewalk.

Policies: There have been problems accessing and controlling the "official" policies stored on Google Docs / Google Drive. Therefore, it was decided that the official copy-of-record will be maintained henceforth on paper, in a binder in the library. Unofficial copies will still be available for public view on the website with a disclaimer that they may not be the final word and only the paper copy is official. The personnel policy should be modified to more clearly address breaks and meal breaks. CH will draft the changes for review by the board at the next meeting.

- **Building Maintenance:** Kevin Martin has been hired (part-time, no scheduled hours but available on-call) for odd jobs and repairs around the library.

Donations: The board voted to accept a total of \$57 from candy / copies / coffee donations Moved by LW, seconded by CH, passed 5 – 0

Non-Public: Moved by CH and seconded by LW to change to non-public session per RSA

91-A:3 II (a) and (c) personnel at 2:35 PM. Approved 5-0 by Roll call vote.

Moved by LW, seconded by PW, approved 5-0 by roll-call vote to close the non-public session at 3:05 PM

Moved by LW, seconded by PW, approved 5-0 by roll-call vote to seal the minutes of the non-public session in perpetuity.

Other Business: After discussion, the board voted to comply with town audit request to send complete time sheets to the finance director in addition to the summaries previously submitted for payroll processing. Moved by LW, seconded by PW, passed 4-1

Board meeting adjourned - moved by PW seconded by CH, passed 5-0 at 3:12 PM

Next Meeting: March 14, 2019 @ 1:00PM

Respectfully Submitted: David A Turbide, board secretary