

Newington Library Board of Trustees (LBOT) Meeting Minutes

Date: 17 Dec, 2013

Present: Trustees Melissa Prefontaine (M), Steve Bush (S), Jack O'Reilly (J), Lee Lamson (L) (arrived at 6:42 PM). Library Director Scott Campbell (SC) (arrived at 6:00 PM)

Called to order by Chair M at 5:30 PM

Non-Public: At 5:30 PM, moved by J, Second by S to go into non-public session per RSA 91-A:3 II (a) personnel. Roll call vote 3-0

Non-Public: At 6:00 PM, moved by S, second by G to come out of non-public session. Roll call vote 3-0.

PUBLIC HEARING

At 6:02 PM Chair M opened a Public Hearing. This Hearing was posted to discuss accepting unanticipated monies in an amount over \$5,000. All are welcome to attend and give comment. A notice of this Hearing was given in accordance with RSA 202-A:4-c III (a).

Since no members of the public were in attendance at this time the LBOT agreed to hold the Hearing open for at least one hour and continue with other business.

The funds being discussed are those from the recently dissolved Library Foundation. One donor requests that his donation (\$5100) be put toward restoration of the 2 existing fireplaces since there is nothing in the renovation bond to do so.

Public comments were then received from resident John Lamson who asked about plans for the funds. The only plans for the near future are the above mentioned fireplaces.

At 7:11 PM the Public Hearing was closed by Chair M.

Moved by S, second by L to accept funds totaling \$17,527.11 from the dissolved Library Foundation, with \$5100 as designated. Roll call approved 4-0

OTHER BUSINESS

Minutes: (L not arrived yet) Moved by J, second by S to approved 11/26, 12/6 and 12/13 minutes. Approved 3-0

Director's Report: (received by email)

- Melanie Burger resigned, effective Dec. 26. Performance eval done by Gail Klanchesser, witnessed by Gup Knox. Exit interview also performed.

- Scott is in process of conducting performance reviews
- The vault and back corner of building were cleared out for construction; Scott called upon help from Gail, Dede, and Bill (will submit to payroll)
- Received a \$100 donation from patron; she would like us to use it to buy giftcards for volunteers.
- Scott has created the patron survey relating the library hours after researching open hours from all area libraries. Scott instructed to send out survey ASAP.
- Have received quotes on phone lines- currently under contract with BayRing
- We ran out of oil and required an emergency delivery; this should hold us until new building move

Phone Lines: Currently 4 lines being discussed. One each for security, fire alarm, business and HVAC. M will check to see if HVAC can be combined with another.

IT: Discussed plans and bids received. LBOT wants time to review these. S wants to review the contracts. J prefers 6 month vs 12 month contract.

Financial: J stressed the need for 3 part receipts being used for ALL money transactions in the library. SC stated that he will implement this ASAP.

Furniture: 2 bids were received of the 4 requested. Available LBOT members will try to visit showrooms this month.

Snow Removal: M discussed that the walkways are not being cleared to support library open hours. She will talk to the Road Agent.

Non-Public: At 7:15, moved by J, Second by S to go back into non-public session per RSA 91-A:3 II (a) personnel. Roll call vote 4-0

Non-Public: At 8:15, moved by S, second by G to come out of non-public session. Roll call vote 3-0.

Adjournment: Motion by L, second by J at 8:15. Approved 4-0

Respectfully Submitted

Jack O'Reilly