

## Newington LBOT Meeting Minutes 4/21/15

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

Meeting called to order by Chair S at 6:03

**Minutes:** Moved by L, seconded by J to accept the minutes of 3/24/15 Accepted 3-0 (P abstained-was not at the meeting).

**Treasurer's Report:** (on file in the library). We have approximately 60% of Town appropriations left. It will be tight. We need to replace our custodian/cleaning person which will cost more than anticipated. LC has researched various cleaning companies. Moved by J and seconded by L to hire Fernandez Cleaners on a month-to-month basis for \$120/week. Motion approved 4-0.

**Training:** LC will be attending *Harassment Discrimination and Injury Prevention* free training being held on 5/12 or 5/13 at the Town's Fire Department and would like to offer it to all staff who would be paid to attend. LC would also like to attend a *Library Administration Workshop* on 5/5 in Plymouth. Moved by J and seconded by P to authorize the training requested. Approved 4-0.

**Staffing:** With LBOT verbal (due to time constraints) approval LC has hired Heather Lindsay as a Library/Programming Assistant and Kiska Alexandropoulos as a staff substitute with Kiska having no scheduled regular hours. Both will be paid at \$12/hour. Moved by J, seconded by P to formalize these appointments. Approved 4-0

**Director's Report:** (on file in the library)

- Hosted "Spring on the Bay" presentation 4/11, There were 70 attendees
- Cleared personal histories from all 3 public computers and changed browser settings to improve privacy. "Reboot Restore RX" software is free and will work on the Windows computers. She will get it installed ASAP. Equivalent Mac software is being investigated.
- Will work on improved communications for half-day school programs for next year. J would like to be involved in any meetings.
- Held the first book club meeting 4/17 which was well received with a second scheduled for 4/22 to discuss *Postmistress*. The next round with "*Cutting for Stone*" is scheduled for 5/20 and 5/22.
- Will be starting 2 new children's programs. The first is *Friday Preschool Story Hour* and will commence on 4/24/15 @ 10:30 AM. The second is *Tuesday Baby Lapsit* to start 5/5 @ 6:30 PM
- State report statistics has been submitted
- Will be performing employee reviews to start soon around dates of hire.

**Non-Public:** At 6:55 moved by J, Second by L to go into non-public session per RSA 91-A:3 II (a) and (c) personnel. Roll call L-Yes, S-Yes, P-Yes J-Yes, (4-0).

**Non-Public:** At 7:15, moved by J, second by L to come out of non-public session. Roll call vote L-Yes, J-Yes, P-Yes, S-Yes (4-0).

Moved by J, second by L to seal the non-public minutes indefinitely. Approved 4-0 by roll call, S-Yes, J-Yes, P-Yes, L-Yes.

**Maintenance:**

- Construction “punch list” is completed
- The recent no running water issue in children’s room was caused by a clogged strainer. It has been fixed and all others checked.
- It was noticed that there are burned edges on the lawn, S will contact the installation company
- The water line for the sprinkler system needs to be reconnected separately from the cemetery supply. S will contact the installation company

**LBOT Alternates:** L will keep the post asking for volunteers for the 2 vacancies.

**Next Meeting:** May 19 @ 6:00 PM.

**Adjournment:** At 7:35, moved by J, second by L to adjourn. Approved 5-0.

Respectfully Submitted

Jack O’Reilly