

## Newington LBOT Meeting Minutes 2/24/15

**Present:** Trustees Melissa Prefontaine (M), Gup Knox (G) (via telephone), Jack O'Reilly (J), Lee Lamson (L), Steve Bush (S). Library Director Lara Croft (LC)

Meeting called to order by Chair M at 6:03

**Minutes:** Moved by I, seconded by J to accept the public and non-public minutes of 2/10/15 Accepted 4-0 (G abstained-was not at the meeting).

**Treasurer's Report:** (on file in the library). Items discussed:

- Town managed expenses from 2014 have not been received yet for our spreadsheet
- It's now OK to pay the 3 bills from Bauen, building contractor. They are gutters, children's room sound panels, retainage

**Director's Report:**

- Discussed proposed Administrative Coordinator job description and work hours
- Has met 1-on-1 with all staff members. Safety is a main concern
- Will contact the Fire and Police Chiefs to set times to meet with them in March
- Most of staff desires cross training
- Have made 3 book and 3 DVD orders
- Looking into ordering more books on disc and their cost vs budget
- Is formulating all library passwords
- Has established contact with the school librarian
- Still looking at starting programs. Wants to do a babies program as well as day and night book clubs
- She is very supportive of the half day school programs. The LBOT wants each program's specifics finalized 2 weeks ahead.

**Building Heat:** Staff reports they are usually cold. LBOT and LC will look at space heaters and/or thermostat settings.

**Snow Policy:** Discussed how to handle early closings and notifications. LC will put any such closings on the Library website

**Website:** Will need to be updated on a non-priority basis. LC will work on as time allows.

**Non-Public:** At 8:02 moved by L, Second by G to go into non-public session per RSA 91-A:3 II (a),(b) and (c) personnel. Roll call G-Yes, J-Yes, M-Yes, L-Yes S-Yes, (5-0).

**Non-Public:** At 8:40, moved by G, second by J to come out of non-public session. Roll call vote G-Yes, J-Yes, M-Yes, L-Yes, S-Yes (5-0).

Moved by L, second by G to seal the non-public minutes indefinitely. Approved 5-0 by roll call, L-Yes, G-Yes, J-Yes, M-Yes, S-Yes.

**Admin Coordinator:** Discussed the proposed changes to the job description. Moved by S, seconded by J to approve the proposal. Approved 5-0.

Moved by S, seconded by G to support LC's selection of a candidate and compensation once an offer, within discussed guidelines, has been presented and accepted. Approved 5-0. LC then left the meeting.

**Non-Public:** At 8:45 moved by L, Second by G to go into non-public session per RSA 91-A:3 II (a),(b) and (c) personnel. Roll call G-Yes, J-Yes, M-Yes, L-Yes S-Yes, (5-0).

**Non-Public:** At 9:05, moved by G, second by J to come out of non-public session. Roll call vote G-Yes, J-Yes, M-Yes, L-Yes, S-Yes (5-0).

Moved by L, second by G to seal the non-public minutes indefinitely. Approved 5-0 by roll call, L-Yes, G-Yes, J-Yes, M-Yes, S-Yes.

**Next Meeting:** To be determined.

**Adjournment:** At 9:10, moved by J, second by L to adjourn. Approved 5-0.

Respectfully Submitted

Jack O'Reilly