

Langdon Library Board of Trustees Meeting Minutes September 10, 2018

Present: Trustees Jack O'Reilly (JO); David Turbide (DT), Catherine Hazelton (CH), Lillian Wilson (LW), Peter Welch (PW); Library Director Lara Croft Berry (LCB). Alternate trustee Steve Bush

Meeting called to order by JO at 2:00 PM

Minutes: Moved by CH, seconded by LW to accept August 8 and August 27 2018 public minutes. Accepted 5-0

Treasurer's Report: Overall spending is in line with expectations at this point in the year, right at 67% of the total allocated.

Director's Report: The library continues to operate smoothly, though challenged to accommodate the personnel changes that are taking place.

- Amy and Mary have resigned, requiring some change of duties for remaining staff, some temporary, and the need for temporary help until the new hire comes on board.
- Theresa is taking over Mary's responsibilities for Interlibrary Loans. Her schedule is being adjusted, with additional hours to accommodate the additional duties.
- Amy's replacement in programs has been hired and will start September 21.
- As much as we'd like to continue to support the school with half-day programs, it is simply impossible without volunteers to help in addition to having a new programs person starting shortly before first scheduled half-day program on October 5. School personnel will be notified this week, which will likely lead to a necessary discussion (again) of the difficulty in providing this service in the absence of volunteers from the school community.
- On-going programs like Tech Talks, Caregivers' Café, Story Hour, Book Club, etc. continue, with the permanent staff members filling in where needed while we are in between program directors.

Parking Lot: No change this month. We are still planning to keep this project moving in coordination with the town budgeting cycle.

Policies: No update at this time. The next reviews are not due until Spring of 2019.

Building Maintenance: Walkway Lighting: The bases, lights, excavation equipment, and arranging an electrician are coming together this week and next as we are hoping to complete this project soon. The trustees voted to authorize LCB to hire an electrician as needed to complete this work. Moved by CH; seconded by PW, passed 5 – 0. Gutters: Peter cleaned out the gutters (thank you Peter). The first new picnic table was delivered and assembled (thank you to the fire department for their help). We plan to add another in the Spring.

Non-Public: Moved by LW and seconded by PW to change to non-public session per RSA 91-A:3 II (a), (b) and (c) personnel at 2:46 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 3:24 PM

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

Note that the trustees, in non-public session, approved a pay raise for a staff member commensurate with a change in duties.

New Business: The final version of the draft budget for 2019 was reviewed and discussed. The trustees voted to approve presentation of this proposed budget to the town committees including a total budget amount of \$222,674 that includes the personnel changes and with the expectation of transitioning the new employee from part-time to full time on April 1, 2019. The plan is also to increase the library's open hour at that time. Moved by LW; seconded by PW, passed 5 – 0 to present this budget to the town.

Board meeting adjourned - moved by JO seconded by PW, passed 5-0 at 3:36 PM

Next Meeting: October 11, 2018 @ 1:00PM

Respectfully Submitted: David A Turbide, board secretary