

MOULTONBOROUGH PUBLIC LIBRARY

Board of Trustees Meeting

May 19, 2021

PRESENT: John Buckley, Chair; Sally Bartlett, Co-Chair; Sherry Wakefield, Treasurer; Jane Harrington, Peter Olsen, Nancy Cole, Jack Weekes, Deb Hoadley, Library Director; Sandra Zucco, Alternate nominee

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF APRIL 21, 2022 MINUTES: approved by Sally Bartlett and seconded by Jane Harrington. Unanimously approved.

ELECTION OF OFFICERS: John Buckley, Chair; Sally Bartlett, Co-Chair; Sherry Wakefield, Treasurer. All were unanimously approved. It was decided that the secretarial responsibility for taking minutes will rotate among board members throughout the 2022-23 fiscal year. Nancy Cole will take minutes for the June 16th meeting. Sandra Zucco is the nominee for alternate trustee for the 2022-23 fiscal year. John Buckley will forward her name to the Board of Selectmen for approval.

TREASURER'S REPORT – Sherry Wakefield: Jack raised a question concerning payment of technology related costs. Sherry explained that it was decided that we would put all tech invoices together to be paid from the trustee funds so they could be kept totally separate from the town budget (in one location for accounting purposes). This did not affect our operating budget. Peter also commented that we have expended about \$29,793 which is 7% or half the contingency amount we expected to spend. This amount is part of the \$30,000 already expended in the technology budget. Therefore, we have accomplished all the technology goals within the budgeted funds. (An additional note: the trustees also voted to revisit payment for the technology expenditure from town appropriations at a future date.)

A motion was made by Jane to accept 3 donations in the amount of \$90. John seconded and the motion was unanimously approved.

A motion to accept the treasurer's report was made by Jane and seconded by Nancy. It was also unanimously approved.

Sherry discussed payroll projections for the 22-23 fiscal year. Further information needs to come from the town to see if there are 5 or 6 pay periods remaining for library staff in this fiscal year as the first town payroll check for the new fiscal year will be dated July 1, 2022. Further clarification will come from Deb and Sherry at the June meeting. Sherry also discussed projected figures for the remainder of the fiscal year.

Sherry was applauded for her hours of accounting work and for the management of library funds during this fiscal year.

Deb should also have the capability to be able to access the town accounting system. The town is working on this.

DIRECTOR'S REPORT – Deb Hoadley: The ash tree has been taken down by the town. Water purchase will still need to be included in the operating budget as library water has a high arsenic level. All agreed we should have signage throughout the library that the water is not potable, especially in the bathrooms and kitchen areas. Deb is also looking into possible treatments for the high iron content. She has also been looking into a total LED conversion for the library. The cost is approximately \$20,000 for implementation which includes materials and labor. Half of this amount would come from a 50% NHEC grant of \$10,000 which brings down library funding for the project to \$10,000. This conversion would save the library \$3300/year in savings. In 3 years the project would pay for itself. Car charger stations to be placed outside the library were also discussed with the town administrator. Further discussion regarding location, cost, and approval from the Board of Selectmen will be discussed at a later date. Location, with regard to handicapped parking, is also paramount in locating the proposed self-service kiosks. Deb also commented that in the future both long and short term disability for library employees may be paid by the town if approved by the Board of Selectmen. These benefit percentages are already accounted for in our 2022-23 library budget. Deb also mentioned that the town is moving from merit raises to an across the board 4% increase beginning July 1. A discussion of a salary matrix for the library will be on our agenda in the next fiscal year. Deb has also asked the town to be included in any future contracts for fuel. There is no town contract in place for the coming year. Deb also explained that new flooring is needed in the Children's area of the library. Tiles have popped and need to be replaced. There is also a section of flooring needed in the teen area where carpeting will need to be removed and replaced with flooring. The Board has given her permission to get quotes for flooring replacement options. Patron requests have also been made the return of newspapers, namely the Wall Street Journal, the Boston Globe, and the New York Times. Deb would like to use Book Sale money to pay the \$3650 yearly call for all three newspapers. This expenditure was unanimously approved. Deb also noted that patron numbers have been down in April probably because of families travelling during April vacation. Counts are available on google drive.

BOOK SALE: Our thanks to Sandra for stepping up to help Mark and Ginger Ishkanian with the July Book Sale. Only one tent will be necessary. The Rec Center and the library's program room will also be used for the sale on July 9th and 10th with a preview on Friday evening, July 8th.

YOUTH SERVICES-Sharon Gulla: Sharon's report is posted on google drive.

COMMITTEE REPORTS:

New Hires: Josieanne and Jo-Ann were introduced to and welcomed by the trustees.

Technology: The trustees extended their thanks to Peter for his WiFi signal strength analysis.

* A color printer has been ordered for use by staff and patron use. Color copies are \$1.00 per page. It will be located somewhere in the adult services area in the future.

Grounds: Miracle Farms has planted spring flowers in time for the Spring Fling. Volunteer slots to help with the gardens have all been filled except for 2 September slots. Mike will be adding mulch next week.

Art: Next display begins on July 1st.

FRIENDS OF THE LIBRARY; The Friends have agreed to fund the Boston Aquarium pass in the amount of \$650. It will be a yearly pass and will be available for use beginning in September.

TOWN MEETING: Both the budget and the warrant were approved by voters.

NEW BUSINESS: NHLTA Conference was attended by John, Jack and Sally. Deb was a presenter. There was useful information for all trustees.

The Board approved that the trustees will not meet in July. Jane made the motion. John seconded. Unanimously approved. Jane motioned to adjourn seconded by Sherry. Unanimously approved.

The next Trustee meeting will be on June 16, 2022 from 9-11 a.m.

Respectfully submitted,

Sally Bartlett