



Board of Trustees Meeting Minutes
June 18, 2019 2 PM

Monthly meeting called to order at 1:59pm. In attendance Trustees Natalie Gallo, Charlene Flaherty, Ronnie Shelley; Trustee Alternates Brian Vass, Theresa McTammany, Charles Fernandes; Director Rosemary Krol; Kate Thomas, Minutes; Penny Williams, Tri-Town Times; Carol Cipriano, Budget Committee Liaison; Joe Guthrie, Selectman Liaison; Bob O'Brien, guest.

Visitor comments and questions. Chris Adams from Edward Jones presented some general reports on our investments. He is happy to help the Library manage our endowment since Nov 2016. Reports our investments are generally half bonds and half stocks, aiming for conservative growth. Charlene made a motion to move the amount invested in the short term CD to a higher performing money market, based on advice on from Chris. Ronnie seconded. Because it is related to the funds in the short term CD, Joe asked about the time line for the swale repair and walkway along the side of the building. Natalie remarked that we have not discussed a specific time frame but hope to work on it this year. Unanimously approved.

1. Approve minutes from the May 21, 2019 meeting. Moved to accept by Ronnie. Charlene seconded. Unanimously approved.

2. Director's Report
 - a. Stats were presented by Rosemary. Summer Reading officially started today.
 - b. She reported the RFP for repairing the fascia boards didn't have any responses from the newspaper ad that is required. Kate will put out an unofficial request on Facebook and the web to get an idea of what the rough estimate would be for the work on the fascia and the dormers. If the estimate will exceed \$5000, we will present another official RFP.

3. Treasurer's Report

- a. Budget Report- Charlene discussed the budget line items for building maintenance and the heating lines are still higher than expected at this point in the year. Electric bill has been lower than expected so we perhaps will balance those utilities out.

4. Old Business

- a. Dedication of tables and chairs and plaque presentation will be Monday June 24th from 5-7 PM to express our appreciation to the Greater Salem Rotary Club. Light refreshments will be offered. Chris shared some information about the club. It is a worldwide organization originally created to have businesses and their leaders make a difference in their communities. The Salem group is focused on education, health, and community for the towns of Salem, Hampstead, Atkinson, Windham, and Pelham. For proposals that they receive, there is a committee within the Rotary that reviews the proposals. The club is always looking for members and Chris is happy to share information if anyone has any questions about joining.
- b. Library Code of Conduct Policy. Charlene moved to approve, seconded by Ronnie. Unanimously approved.
- c. Friends have been invited to the July meeting.
- d. Memorandum of Understanding- Natalie called for comments on the revision of the memorandum that the selectmen offered suggested changes. Joe feels it has been reviewed well and the only thing selectmen added since the last draft which requests that the library trustees agree to consult with the selectmen for work estimates larger than \$10,000. Diane Garrow had trimmed the original document to make it more precise, as requested by the selectmen. Trustees agree it is better with these edits by Diane. Ronnie moved to sign the agreement as edited. Charlene seconded. Unanimously approved. It will be signed by all trustees and selectmen.
- e. Ordway portrait- Rosemary talked to Rob Morris at the Historical Society. He is thrilled to have the offer to return the original Ordway portrait. Ronnie moved that we return the Ordway portrait to the Historical Society. Charlene seconded. Unanimously approved.

- f. Regarding the path on the side of the library. Custodian Bob Higgins found original plans for the building from 1993. Rosemary highlighted the original elevation plans, showing the a 10' drop from the parking lot to the end of the swale to get water moved away from the building and parking lot. It was originally a grass lined drainage ditch, according to the plans, which should have been maintained. Hopefully returning the area to the original plan of grass lined ditch will prevent water build up and ice in the winter. The town engineer agreed that a swale/drainage ditch would solve these issues as well. Joe said he will present a copy of these original plans to Chad, who he says will get together with Steve, the town engineer, and move forward. Joe says that the selectmen will be responsible for getting in touch with the trustees and the library with whatever work happens with the swale repair. Rosemary noted that the library did get an estimate from a contractor to remove all the extra vegetation and re-clear the ditch last year. He had given an estimate of \$2500 of doing this repair.

5. New Business

- a. NHLTA Annual Conference (RSAs)-Rosemary and Ronnie attended. Rosemary learned a few things about RSA that should be brought to our attention. RSA 202-A:6 says the library shall have the entire custody and management of the public library and the property of the town related thereto. And RSA 202-A:17 has personnel related laws. We may need to adjust our personnel amendments. Trustees will review this.

6. Donations by groups or individuals. Motion to accept all as listed below by Charlene. Ronnie seconded. Unanimously approved.

- a. Acceptance of donations in memory
- b. Money in donation jar: \$56.60
- c. Books, audios & videos from various individuals
- d. Donations by groups or individuals:
 - i. \$110 from program donation
 - ii. \$851.67 from Friends for Summer Reading Program
 - iii. \$100 from PACE for Summer Reading Program

7. Correspondence –Rosemary presented her self-evaluation to the trustees.
It will be reviewed with her and the trustees.

Meeting adjourned: Ronnie moved to adjourn at 3:27PM. Charlene seconded.
Unanimously approved.

Next meeting: Tuesday, July 16, 2019 2 PM