

*These Minutes Are Subject to the Approval of the Trustees*

**James E. Nichols Memorial Library  
Trustee Meeting  
October 24, 2011 at 5 PM**

**Present:** Trustees Helen Heiner, President, Karin Karagozian, Bess Hanson, Jo Morse, Librarian Jon Kinnaman, Treasurer Sarah Heath, and Alternate Trustees Kevin Desmond and Jessie Foley

**Minutes of Meeting Sept. 26, 2011**

Minutes were accepted after a correction. Under Librarian Rpt., the donation of \$70 for ebooks is a suggestion. Karin m; Jo s/unan passed

**Treasurer's Report**

Sarah has found some more money. We didn't have to spend as much on MetroCast as budgeted and haven't spent legal fees. We may have \$3500 left over, so Jon can buy books.

Treasury Report accepted as presented. Unan. passed.

**Librarian's Report**

Have had some interest by 2 volunteers and have given them background checks forms. Also have a resume from a Meredith Library part-timer. She goes south for the winter, but she would work per diem the other 3 seasons.

Jon would like a credit card for purchasing some books and magazines from Amazon and other suppliers that don't set up accounts. Karin wants to know where the card should be kept. Jon's name should be on it. The Treasurer should also be a co-signer. We will get the card, use a local bank, have 2 people on the card, and can keep it in the lockbox. It will be used for online orders and must be paid promptly so as not to incur interest.

Karin so moved. Jessie seconded, unan. passed.

**Old Business**

Policy Manual—should it be reviewed by a lawyer? The library regulations are so specific, that the State Library's lawyer would be a better choice than the Town's lawyer. Helen to research it.

Metal cover for the radiator—It can't be made of wood because of fire regulations. Sarah found a brown metal cover. It's going to be about \$400. Bess m; Jessie s/unan. passed.

Back door and ice build-up—Selectmen will see that the steps are shoveled. The gutters have been cleaned. Jeff also suggested a heat tape to lessen the ice, and to put a cover over the basement stairs. Jon will ask him to make a proposal and drawing.

Maintenance person—Asked Selectmen if someone is available. No answer.

Alarm—hook it into the Fire Dept. so they could take care of it. Alarms vary because of weather, season, and if electricity goes off. Could we be hooked into a generator? We could be an emergency center during a power outage—we would have heat, water and a bathroom.

Garden help? There's too much to do for the few volunteers.

Computers--\$15,025 est. to replace and setup new computers. Better way to present it as part of the Budget: installation and cost of software \$2800, hardware \$8925, Atrium \$2500. Selectmen were not phased by this need.

#### **Budget issues**

Maintenance on furnace and air conditioner and painting the windows. Perhaps we should put off the window trim painting with the computer expense. Keep the \$3000. It would be nice to get the computers by early June. We would have to be closed for 3-5 days for AdelXT to complete the job. Furnishing/Equipment—how much should we reduce it? Computer Maintenance might not be necessary if we get the new computers next spring. Supplies—reduce to \$2000.

Motion to close the public meeting—Bess m; Sarah s/unan passed.

#### **Personnel Budget**

Salaries. Last 4 yrs. we've given 3% increase. Based on the same hours and staff, that increases our budget \$1688. Our employees are not town employees. We don't have to follow the Town's increase/decrease. At 2% it would be \$1100 Budget increase. Savings on Supplies (\$800) and on Maintenance and Equipment are \$1400. An extra staff member should be considered.

Health insurance is going up; we don't pay it, but the staff has to contribute. Karin m we increase salaries 3%; Jessie s/unan. passed. Jessie m we include salary at Kim's rate for a substitute. Katin s/ unan. passed.

Next month we will finalize the Budget.  
Jessie m; Karin s/ to open the meeting. Unan passed.

**Motion to adjourn** at 6:51 pm by Kevin; seconded by Karin; unan. Passed. Next Meeting Nov 28.

Submitted by,

Jo Morse, Secretary