
Date 14 January 2020 | *Meeting called to order by* Grace Fuller @ 6:05

In Attendance

- Present: Grace Fuller, Erik Jones, Pat Piper, Cheryle Feirick, Heidi Foy, Sue Regal – Alternate and Crystal Hoyt - ex officio

Review and Approval of Minutes

The minutes for December were read and approved without corrections. Moved to accept by Grace and seconded by Erik. Passed.

Treasurer's Report

- \$13 in unanticipated funds, moved to accept by Erik, seconded by Cheryle. Passed.
- Reports provided to board: Reconciliation for 3 accounts and Budget vs Actual for 2019
- We received a check dated 12/20/2019 from the Town in the amount of \$3,032.40 for Susan Seeley's unused salary. This resulted from a meeting with Grace, Pat and Brian, town administrator. Pat did not deposit the check as Grace was away. After discussion, it was decided that the check can't be used due to the December 2019 date and will have to be returned to the town. Pat was encouraged to get a signed statement of receipt.
- There was an invoice from Tucker Library Interiors in the amount of \$1,378.99 that will be paid from 2019 budget and will not be reimbursed by the expendable trust fund. Purchase line will be Office Supplies.
- Grace presented the board with a Consulting Agreement used by the Town. The Board approved its use for hiring Susan Seeley as an hourly employee (December 21 Holiday Party). Motion to approve Consulting Agreement – Pat. Seconded - Cheryle - Passed
- Cheryle moved to accept Treasurer's Report, Susan seconded. Passed.

Library Director's Report

- Crystal presented her monthly report.
- Crystal has three candidates for the Assistant Director's job that she wants to interview. She requested Trustee support during the interviews. Pat and Grace volunteered to attend. Crystal will provide Grace and Pat with a schedule. The salary will remain at \$13.25 with the possibility of increasing based on performance.
- Trustees would like to develop and use a letter of agreement for the chosen candidate. Pat will get a copy of the LOA used by the Town. The board is encouraged to email our ideas for an LOA to Grace. Grace will send board examples of letters of agreement.
- All hires must be approved by the board; therefore, we are calling a separate non-public meeting for 1/22/2020 at 6:30pm.

Old Business

- Cheryle reported back regarding the author's tea and the house and garden tour.
 - Author's Tea: She contacted Katie McCarthy, who knows Lisa Gardner, asking if she would mind making first contact, but Katie has not responded yet.
 - House & Garden tour: Grace and Cheryle are getting together to formalize ideas in order to present to Preservation Society
- Grace presented Volunteer application – Motion to approve with edits – Heidi – Seconded by Cheryle. Passed.
- Discussion of removing forms from policies in the trustee handbook. Erik will identify current forms that are part of the handbook and we will discuss at February meeting.
- Grace read the Warrant article. Must be submitted by February 4. Pat will ask Trustees of the Trust Funds for a balance of the Library expendable trust fund so Grace can add the correct amount to the article.
 - We need at least 25 signatures to support the warrant article. Grace will be the first name and work on getting signatures.
- Erik presented some specs for hanging hardware to be used for art displays. Board agreed to purchase a set of cables and zipper hooks – approximately \$200 – will send specs to Crystal to purchase
- Grace: we will purchase a compliance poster - \$4.95

New Business

- Two Trustee terms are up for election in 2020: Cheryle and Pat. Both will run for election.
- Rescheduled trustee meeting from February 11 (National Primary) to February 18, 2020 at 6pm. Pat Town webmaster with change for posting.
- The NHLTA Annual Conference is May 12 – All board members are encouraged to apply for the scholarship.
- The Street Fair will be held June 20 and the Library will offer its book sale in the building, rather than at a table.

To Do

- **Pat**: hardware/software inventory and replacement schedule

Next Meeting

February 18 @ 6:00 PM

Motion to adjourn made by Erik, seconded by Cheryle. Passed.

Adjourned @ 7:52pm.