

**Effingham Public Library
Board of Trustees
September 10, 2019 Meeting Minutes**

The meeting was called to order by the Chair at 6:05 p.m.

Present: Grace Fuller (Chair), Pat Piper (Treasurer), Erik Jones, Crystal Hoyt (ex officio)

Absent: Heidi Foy (Secretary), Cheryle Feirick, William Piekut (Alternate)

Members of the Public: None

In the absence of the Secretary the Chair asked Erik to take the minutes.

Review of Meeting Minutes

The minutes of the August 13, 2019 meeting were reviewed. Corrections to the Treasurer's Report, Library Director's Report, and Old Business sections were noted. Grace moved to accept as amended. Seconded by Pat. Passed. Erik will forward the corrections to Heidi so that the August minutes can be finalized.

Treasurer's Report

Pat reported that Sheena will no longer be serving as the Library bookkeeper. The amount of work relative to the amount of travel was not sufficient to warrant continuing on her part, even at an increased rate of pay.

Pat indicated that she is willing to resume the duties Sheena has been doing and reported that she met with Sheena to make sure that the computer had the necessary software and files. She encountered a problem with the data file for QuickBooks not being accessible, which she is working to resolve.

Pat further reported that she has opened the three new accounts at Bank of New Hampshire and closed two of the three accounts at Citizens Bank. The final account will be closed once a few remaining outstanding items have cleared.

It was reported that there was \$46 in unanticipated funds to be accepted. Erik noted that according to state law, unanticipated funds cannot be accepted unless the intention to do so is noted in the agenda for the meeting.

Grace moved to accept the unanticipated funds despite the potential legal issue noted above. Seconded by Pat. Erik reiterated his objection and advised that he would file a complaint with the Charitable Trusts Unit of the Attorney General's office should the money be accepted. Grace and Pat voted aye. Erik voted no.

Director's Report

Crystal reviewed her report, noting another record month for attendance.

The cleaning of the carpets and upholstered furniture was discussed, noting that one of the meeting room chairs would be test cleaned. Assuming a positive result, all the chairs will be cleaned. The idea of trading some of the meeting room chairs to the Town for metal folding chairs was discussed. It was noted that while the number of chairs exceeds current needs, the possibility of a larger meeting space upstairs could change that. However it was also noted that by the time that comes to fruition, all the chairs might need to be replaced anyway.

After further discussion regarding the number of chairs to trade, Grace moved to trade fifteen (15) of the meeting room chairs to the Town in exchange for 15 folding chairs. Pat seconded. Passed.

Crystal reviewed a list of grants which we have pursued/been awarded in the past and which we might pursue in the future. Erik also provided her with a list of possible organizations and/or foundations to investigate to determine if they might have grants that would be a good fit for the Library. Crystal will do some additional research and report back again, with a possible goal of being ready to apply for some grants at the beginning of the 2020.

Crystal reported that the sink in the left hand bathroom was very loose and that the Town's plumber, who visited with Selectman Cahalane, recommended its complete replacement. The issue of what type of sink to install in order to ensure that the bathroom maintains its ADA compliance for the purposes of USDA funding was discussed.

Crystal will reach out to the Town to determine what type of sink they are suggesting be installed and Anne Getchell at the USDA in Conway to determine if what the Town proposes will meet the ADA standards with respect to USDA funding.

Old Business

Local Author Collection – The new sign was shown by Erik before being placed in the office for safekeeping. When, where, and how to announce the naming was discussed. The idea of a special Writer's Night for this purpose was proposed. Crystal will reach out to Katie McCarthy to determine if this is possible, perhaps for November 21, 2019.

The idea that other individuals might warrant special recognition was discussed and several concepts for how to do so were suggested. Pat agreed to check with a bookstore in Concord about any particularly nice items to add to the Local Author Collection. Erik will contact singer/songwriter and frequent Writer's Night performer Bill Staines about the possibility of a specially written song for the occasion.

Long-term/Short-term Goals – A wish list of items for the building, for the grounds, and for the library itself, compiled by Grace from suggestions by the Board and the Staff, was reviewed.

Some items were noted as being minor enough as to qualify as operational items and Crystal was advised to simply go ahead with accomplishing them. Which items might be the responsibility of the Town versus the Library and which ones might specifically need to be budgeted and/or fundraised for was also discussed.

2020 Budget – A budget summary sheet showing anticipated incomes for 2019, budget categories and amounts budgeted for each, amounts expended through July for each category, and the proposed budget for each category for 2020 as discussed at the August Trustees’ meeting was distributed. The proposed budget amounts were discussed further and some were adjusted based on the most recent available information with regards to anticipated costs, expectations of the Board of Selectmen and Budget Committee, etc. Grace will update the data for a final discussion and approval at next month’s meeting.

Home and Garden Tour – Grace noted that she has been advised that the Preservation Society is considering putting together a tour . . . rather than duplicate efforts, the possibility of teaming up on the idea and sharing the proceeds, much like they do for Strawberry Shortcake with the South Effingham/West Parsonsfield Citizens Organization was discussed. We will discuss this again when Cheryle, who proposed the idea of reactivating the tour, can be present.

Policies – Review will recommence in November, following budget review.

New Business

None

Adjournment

Erik moved to adjourn at 7:45 p.m. Pat seconded. Passed.