

Langdon Library Board of Trustees Meeting Minutes May 2, 2018

Present: Trustees Jack O'Reilly (JO); David Turbide (DT), Peter Welch (PW), Lillian Wilson (LW), Catherine Hazelton (CH) ; Alternate Trustee Steve Bush (arrived at 2:11pm); Library Director Lara Croft (LC).

Meeting called to order by JO at 1:30 PM

Minutes: Moved by PW, seconded by LW to accept April 4 2018 public minutes. Accepted 5-0

Treasurer's Report: Spending is in line with expectations at this point in the year.

Director's Report: The library continues to operate smoothly, service a growing base of patrons, groups and activities.

- The Inter-Library Loan system (ILL) is still down and the replacement system is unlikely to be up and running for many more months. As previously reported, the staff is coping well enough with manual work-arounds but the extra work continues to be a burden.
- We received a \$500 donation from Loco Sport, as we did last year, as thanks for support of the road race. Moved to accept the donation (DT), seconded (PW), accepted 5-0 with our thanks.
- A patron requested that a room at the library be named in honor of recently deceased former trustee Gup Knox. After considerable discussion, the board decided that past trustees and supporters should be memorialized in some way but there are only a few rooms and there are already more worthy honorees than we can accommodate in this way. Over the next few months, we will strategize over the best way to recognize these contributors.
- The police have recommended, in conjunction with the ALICE training, that we should install an intercom or PA/announcement system to alert all areas of the building in case of a situation or emergency. LC is researching our options including a possible add-on to the fire alarm system.
- Amy Covell went to the April Family support meeting at Pease ANG, and the Fox Run Mall story time.
- The Seacoast Area Libraries Coop is scheduled to meet at our library on May 17 at 9:30AM. The board approved of this use of the facility before regular hours. Moved PW, seconded JO, passed 5-0

Walkway Lighting: The HDC has approved the installation of the two additional sidewalk lights. PW will work on the scheduling of the various requirements – cement bases, hole digging, ordering the lights, etc. targeting a September 1 completion. In addition, Rockingham Electric has agreed to replace the one bent arm at no charge in conjunction with the order for the two additional lights and JO will be coordinating with the electrician to resolve the problem with the water leaks into the light globes.

Policies: A complete review of the employee manual revealed several items that need correction / clarification to address LC's change in status from part-time non-exempt to full-time exempt. The changes will be made to the manual and the other employees notified of the changes, even though the items changed do not apply directly to them. A decision on vacation and sick leave policy was deferred until the June meeting.

Director's contract: LC's change in status and hours due to the expansion of 'open' hours at the library starting July 1 will require a change to her contract. Defining the new contract is what brought up the review of the employee manual and policies mentioned above. The new contract will be for 9 months; July 1 through March 31 so that renewal will coincide with the start of the next budget after town meeting.

New Business:

- Moved by PW, seconded by CH to make a \$50 donation to the Newington Family Scholarship fund in memory of Gup Knox who passed away recently.

Non-Public: Moved by LW and seconded by PW to change to non-public session per RSA 91-A:3 II (a) and (c) personnel at 3:38PM. Approved 5-0 by Roll call vote.

Moved by CH, seconded by LW, approved 5-0 by roll-call vote to close the non-public session at 4:14PM

Moved by CH, seconded by LW, approved 5-0 by roll-call vote to seal the minutes of the non-public session in perpetuity.

Board meeting adjourned - moved by JO, seconded by DT, passed 5-0 at 4:18 PM

Next Meeting: June 6, 2018 @ 1:30PM

Respectfully Submitted: David A Turbide, board secretary