

## Langdon Library Board of Trustees Meeting Minutes November 8, 2018

**Present:** Trustees Jack O'Reilly (JO); David Turbide (DT), Peter Welch (PW), Lillian Wilson (LW), Cathy Hazelton (CH), Alternate Steve Bush (SB); Library Director Lara Croft Berry (LCB)

Meeting called to order by JO at 1:02 PM

**Minutes:** Moved by PW, seconded by JO to accept November 8 public minutes. Accepted 4-0-1

**Treasurer's Report:** Overall spending is in line with expectations but we have to be cautious as we near the end of the year. Moved (CH), seconded (LW) to authorize LCB to spend up to \$500 from the donations received account for supplies for the Winter Warm-Up. Approved 5-0. Trustees held an extended discussion of possible alternate funding sources (activities with donations encouraged, grants, etc.) and how that might effect on staff workload. These discussions will continue.

**Director's Report:** The library continues to operate smoothly. The numbers for November are back up to where they should be.

- The sidewalk lights appear to be okay at this time – no leaking is evident. One of the parking lot lights is very dim on one side only. This condition pre-dates the sidewalk lighting project and has slowly gotten worse. We are trying to figure out what the problem is, exactly and what it will take to fix it.
- On-going programs like Tech Talks, Caregivers' Café, Story Hour, Book Club, etc. continue. There is no book club in December but the January book is already here and ready.
- In a follow-up to last month's payroll reporting discussion, CH reviewed time sheets each pay period this month and a new Excel sheet has been started to better track paid time off.
- The swap between the program room and the larger room in the old building is nearly complete. Discussions addressed A/V, room set-up and use, sound isolation, and other concerns.

**Parking Lot:** The plan has been approved by the planning committee and money for engineering (from trustee funds) is in our 2019 budget request. Although we don't need HDC approval to go forward, we very much would like to have their agreement on the design. Discussions with HDC continue.

**Policies:** No update at this time. The next reviews are not due until Spring of 2019.

**Building Maintenance:** See lighting and parking notes above

**Non-Public:** No non-public meeting this month.

**Other Business:** The trustees voted to authorize LCB to carry over earned but unused 2018 vacation days into 2019 in anticipation of a short vacation she would like to take in January. It turns out that current personnel policy does not address an automatic carryover (she has to request it) or a limit on vacation accumulation. We will have to address this in a future meeting.

Moved by DT, seconded by PW, passed 5-0 to close the library on December 24 and December 31 –history says there would be almost no people coming in on those days (4 patrons over 7 hours last year)

**Board meeting adjourned** - moved by DT seconded by PW, passed 5-0 at 2:35 PM

**Next Meeting:** January 24, 2019 @ 1:00PM (scheduled a bit later in the month than usual to accommodate trustee availability and to allow for more final financial information to come in)

**Respectfully Submitted:** David A Turbide, board secretary