

## Langdon Library Board of Trustees Meeting Minutes April 18, 2019

Present: Trustees Jack O'Reilly, Lillian Wilson, Peter Welch, Cathy Hazelton, Director Lara Berry

Meeting was called to order at 1:03 pm by Jack O'Reilly

### **March 14, 2019 Minutes**

Motion by Jack O'Reilly to approve the minutes; seconded by Peter Welch; Accepted 4-0.

Action/Follow Up: None

### **Treasurers 's Report**

Report from bookkeeper is not available at this time.

Action/Follow Up: Will review at May 2019 meeting.

### **Director's Report**

1. Martha Roy, on behalf of the Board of Selectman, invited town board members to a collaborative meeting with the selectman on April 29, 2019 at the town hall.  
Action/ Follow Up: Lara Berry, Jack O'Reilly, and Cathy Hazelton will attend. All trustees are welcome.
2. Pay Step Increase: Jack O'Reilly presented a draft for the library director as requested at the March meeting. Also, general discussion about step increases for other staff members.  
Action/Follow Up: No action at this time; will defer until Jack O'Reilly and Lara Berry have more information.
3. Lara Berry has been unable to get an appraisal for library owned artwork at this time. Also, the library insurance company will not insure the art work displayed by individuals each month unless each piece of art is appraised. We will continue to display art as per our current policy.  
Action/Follow Up: None
4. Lara Berry has been invited to join the NHLTA. She was asked because NHLTA wanted to include a library director who has also served as a trustee. All trustees support this.  
Action/Follow Up: None
5. With the expanded library hours starting in May, and in order to insure staff members work the number of hours they were hired to work, will result in 4 staff members working for a few hours on Tuesday.  
Action/Follow Up: Lara Berry may alter her work hours on Tuesday to prevent 4 staff members working at one time.
6. There has been an increase in interlibrary loan stats and general program attendance is high.  
Action/Follow Up: None

## **Building Maintenance**

1. Peter Welch gave an update on the parking lot expansion plans, water drainage issues, and trees that will need to be cut down. We toured the parking lot and were shown where the parking lot expansion will be. David Hislop will survey the area next week.

Action/Follow Up: The engineering design plans will be done this year, and in 2020 trustees will seek financial approval and get the warrant article prepared. Peter Welch will keep us updated.

2. Peter Welch reported there is a large tree in back of the library that is infested with carpenter ants. The tree will need to be removed.

Action/Follow Up: Peter will obtain a quote to do the work and report back at the May 2019 trustees meeting.

3. Peter Welch reported that the library chillers need to have the preventative maintenance work done.

Action/Follow UP: Peter will make arrangements for this work to be done and report back at the May 2019 trustee meeting.

4. Lara Berry reported that one of the walkway lights is not working properly. She contacted Rockingham Electric and was told that we need to have an electrician look at the light.

Action/Follow Up: Lara to contact and electrician and report back at the May 2019 meeting.

## **Policies**

1. Child Safety- Revisions discussed and agreed upon; motion by Lillian Wilson to approve the revised policy, second by Peter Welch; accepted 4-0.
2. Reference- No revisions suggested; motion to approve by Peter Welch, motion seconded by Lillian Wilson; accepted 4-0.
3. Financial- Minor revisions discussed; motion to approve the revised policy by Cathy Hazelton, second by Jack O'Reilly, accepted 4-0.
4. Investment- Tabled until May meeting so that Lillian Wilson can clarify who is responsible for submitting the policy to the state Attorney General on an annual basis.
5. Personnel Meal/Rest Breaks- Tabled until Cathy Hazelton attends a state seminar on FLSA (Fair Labor Standard Act) May 10, 2019.
6. ADA- Tabled until Cathy Hazelton can review other library policies so that the Langdon policy is more thorough.

Action/Follow Up: Cathy Hazelton will submit revisions of approved policies to Dave Turbide. Policies that were not approved will be reviewed with revisions at the May meeting.

## **Donations Acceptance**

Library donations in April from coffee, copies, and candy totaled \$17.00. Motion to accept donations by Cathy Hazelton, second by Peter Welch, accepted 4-0.

Action/Follow Up: None

### **Old Business**

Payroll: There was general discussion about our payroll now going through the town bookkeeper. No issues identified. All agreed that we will not pursue any changes in the current process.

Action/Follow Up: None

### **New Business**

1. Trustee Lap Top Computer: There was general discussion about having a trustee lap top to be used for meeting minutes, schedules, policies, etc. Pros and cons discussed. Motion to approve purchase by Cathy Hazelton, second by Lillian Wilson, accepted 4-0.

Action/Follow Up: Lara Berry to purchase the lap top; Further discussions for setting up the computer and implementation to be discussed at a future meeting.

2. Full time position (35 hours/week and non-exempt) for Amanda Plante was discussed. Jack O'Reilly made a motion to approve, second by Lillian Wilson; accepted 4-0.

### **Non-Public**

Moved by Peter Welch, second by Cathy Hazelton to move to non-public session per RSA 91-A:3. II (a and c personnel at 3:00 pm by roll call vote yes 4-0.

Moved by Peter Welch, second by Cathy Hazelton to close the non-public session at 3:30 pm by roll call vote yes 4-0.

Moved by Jack O'Reilly, second by Lillian Wilson to seal the minutes of the non-public session in perpetuity by roll call vote yes 4-0.

**Next Meeting:** May 16, 2019 at 1:00 pm at Langdon Library

**Board Meeting Adjourned:** Moved by Jack O'Reilly, second by Cathy Hazelton, accepted 4-0.

**Respectfully Submitted:** Cathy Hazelton, Trustee

