

## Langdon Library Board of Trustees Meeting Minutes May 16, 2019

**Present:** Trustees Jack O'Reilly (JO); David Turbide (DT), Catherine Hazelton (CH); Alternate Steve Bush (SB); Library Director Lara Croft Berry (LCB). Resident Megan Wayss was also in attendance and addressed the board on the issue of natural lawn treatment.

Meeting called to order by JO at 1:11 PM

**Minutes:** Moved by CH, seconded by DT to accept April 18, 2019 public minutes and non-public minutes from the same date. Approved 4-0

**Treasurer's Report:** Spending is in line with expectations this point in the year. Several categories are at or near the annual limit, but this is either because spending is not expected to be even throughout the year or because town funds are being spent down before tapping into trustee funds for these categories. No spending problems were identified.

**Director's Report:** The library continues to operate smoothly, with great numbers for visits and programs. On-going programs like Tech Talks, Caregivers' Café, Story Hour, Book Club, etc. continue.

- Martin Callahan will refresh and update the book drop graphics to include the new hours.
- A Plante assisted with serving at the Senior Dinner.
- LCB attended collaborative meeting with the Board of Selectmen and town department heads, along with two trustees.
- Based on approval of the new budget, new expanded library hours are now in effect.
- Both LCB and A Plante attended or will attend meetings May including the NH Library Association conference and a conference on youth collection development .
- LCB and A Plante are busy putting together an exciting summer reading program with prizes. The theme this year is "A Universe of Stories" as suggested by the American Library Association.

**Parking Lot:** No update. The contract with the engineering company has been signed and partial payment made.

**Building Maintenance:** Trustee Peter Welch talked to an arborist about the pine tree that appears to be infested with ants. The arborist said that the tree is healthy and need not be taken down. Just for information, he said that the cost to remove the tree would be \$1700. DT will ask a tree guy he knows for a second opinion and bid.

**Policies:** The policies updated and approved in April – Reference Policy, Financial Policy, Child Safety Policy, Patron Confidentiality Policy – have been updated on the Google Drive and added to the binder kept in the library. The following policies were reviewed / updated and approved by the board:

**Investment Policy** Moved by CH; seconded by JO; approved 4 – 0

**ADA Policy** Moved by CH; seconded by JO; Approved 4 – 0

The meals and rest breaks section 4.2 of the employee manual needs to be re-written to clarify the procedure for allowing employees to waive their lunch break and eat while working, if they prefer. DT will re-write and bring back to the board for approval in June.

**Donations:** The board voted to accept a total of \$46 from candy / copies / coffee donations Moved by DT, seconded by LW, passed 4 – 0

**A Non-Public session was initiated at 2:09 PM:**

Moved by JO and seconded by CH to change to non-public session per RSA 91-A:3 II (a) and (c) personnel at 2:09 PM. Approved 4-0 by Roll call vote.

Moved by JO, seconded by CH, approved 4-0 by roll-call vote to close the non-public session at 2:19 PM

Moved by DT, seconded by JO, approved 4-0 by roll-call vote to seal the minutes of the non-public session in perpetuity.

**Next Meeting:** June 20, 2019 @ 1:30PM – meeting time changed to 1:30 to avoid schedule conflicts.

**Board meeting adjourned** - moved by JO seconded by SB, passed 4-0 at 2:20 PM

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