

Langdon Library Board of Trustees Meeting Minutes June 20, 2019

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

Meeting called to order by JO at 1:21 PM

Minutes: Moved by PW, seconded by CH to accept May 16, 2019 public minutes and non-public minutes from the same date. Approved 5-0 Non-public meeting minutes from July 2018 through May 2019 will be reviewed by LCB prior to being officially approved then moved to (sealed) permanent storage at town hall.

Treasurer's Report: Spending is in line with expectations this point in the year. LW changed the planned quarterly transfer of trustee account money to accommodate the uneven spending rate at various parts of the year – spending for programs is typically higher in late Spring and early summer.

Director's Report: The library continues to operate smoothly, with great numbers for visits and programs. Program attendance year-to-date is at 40% of last year's total, much higher than expected, as we prepare for the busy Summer Reading Program months.

- Summer Reading Program "A Universe of Stories" is about to launch. A Plante solicited prizes from Water Country, Diversions Puzzles & Games, Lago's Ice Cream, Cinemagic Portsmouth, Story Land, Canobie Lake Park, Santa's Village, and Cowabunga's. Thank you to Amanda and these sponsors.
- Interlibrary Loans (ILL) is still a major drain on resources and there appears to be little progress at the state level in getting the broken automated system replaced.
- The library staff has been busy, working effectively to keep the growing number of patrons, loans and programs running smoothly.
- In the aftermath of the extended power outage this month, the board considered a suggestion that the library install a back-up generator system. After considerable discussion, it was decided that the cost of such a system is not justifiable given the rarity of power interruptions and the existing generators at town hall, the fire and police departments and the school.

Parking Lot: PW reported that the engineering contractor is working on the design, as expected. We have received the first invoice for the surveying work that has been completed.

Building Maintenance: The second tree expert (Dieter Ebert) has looked at the pine tree behind the building and recommended that it be taken down. He will be providing a bid after his associate has a look at the tree. Note that the other arborist said removal is not necessary at this time.

Policies: Anonymous Communication Policy, Video/DVD policy (now renamed DVD/Blue Ray Policy), and Volunteer Policy have been reviewed and approved along with paragraph 4.2 of the employee manual Meal Break section.

Anonymous Communication Policy Moved by CH; seconded by PW; approved 5 – 0

DVD/Blue Ray Policy Moved by JO; seconded by CH; Approved 5 – 0

Volunteer Policy Moved by LW; seconded by CH; Approved 5 – 0

Meal and Rest Breaks employee manual section 4.2 Moved by DT; seconded by CH; Approved 5 – 0

Donations: The board voted to accept a total of \$26 from candy / copies / coffee donations Moved by DT, seconded by LW, passed 5 – 0

No Non-Public session

New business Moved by CH and seconded by PW to authorize the rec department to hold a meeting in the library on June 25. The meeting will be primarily held during library hours but the board felt that approval was warranted in case the meeting extends past normal closing time.

Board secretary DT was asked to take the new trustee laptop home and keep it updated with the latest policy revisions and minutes (these will be the official copies). We are still thinking through the best place to keep the laptop so that it is secure but accessible.

Next Meeting: July 18, 2019 @ 1:30PM – meeting time changed to 1:30 to avoid schedule conflicts.

Board meeting adjourned - moved by JO seconded by LW, passed 5-0 at 2:21 PM

Respectfully Submitted: David A Turbide, board secretary