

The meeting was called to order at 11:06 am. Trustees Diane Gravel, Laura Laufenberg, and Anita Ross attended the meeting, along with Alternate Trustee Carolyn Piantedosi and Director Nina Sargent.

The minutes from the previous meeting were approved as read.

Nina reported that she still has to make health insurance and FICA/Medicare adjustments on the budget. Future year-to-date budget amounts will be taken from staff check stubs to ensure the information is current. She has requested \$6000 from operating budget from the town, after polling the trustees for their approval.

All agreed that we need to complete the following projects in the coming year:

1. Ceiling painting
2. New toilet
3. Repair or replace cracked tiling
4. Steam cleaning of the carpet
5. Heater maintenance
6. Repair shelving in children's room
7. Leveling of the building
8. Outside water spigot

Nina will approach the school regarding the possibility of installing gutter coils to prevent ice dams.

To avoid confusion and ensure follow-up, Nina will make future maintenance requests by email to Mr. Bownes, with copy to Jon Francis. If no response is received within seven days, a follow-up email will be sent. If there is no response to the second request, a third request will be sent, advising him that we have no alternative but to go to the district. Diane made a **MOTION** that this communication procedure be adopted. Anita seconded the motion, and it passed unanimously.

Nina reported that we received no bids in response to the RFP for cleaning services. Judy Cooper called Laura to express interest. Anita made a **MOTION** that we retain the services of Judy Cooper for two hours per week at \$20 per hour for cleaning. Diane seconded the motion, and it passed unanimously. Nina will direct her on what needs to be done.

Audit paperwork will be ready for the next meeting. The audit is scheduled for March 24.

The issue of Saturday hours was raised, and all agreed that it would not be considered at this time.

Nina advised that she continues to work on the policy manual, and it will be presented at the next meeting.

Nina also reported that NHRS paperwork is being completed with current dates, and must include a copy of the town charter.

Diane made a **MOTION** that Nina send an email to the chairperson of the School Board that all communication with the trustees of the library go through the director, in order to avoid confusion and any potential conflict-of-interest situations for trustees who are also school employees. Anita seconded the motion, and it passed unanimously.

Nina advised that the library now hosts a Brownie troop with Kara Towers, in addition to Destination Imagination.

Cynthia Smock of Mid-State Health is in the library every Thursday morning from 9:00-12:00 to assist people with health exchanges. Nina will contact Joël Freeman to publicize this service in the *Record Enterprise*.

Nina will send a bereavement card to Sharon Bradley on the loss of her husband.

Nina reported that she is in charge of organizing two workshops: (1) CHILIS Conference on March 6. NH Library Association Conference, and (2) organizing workshop of panelists, "How to Increase the Attendance at Children's Programming."

The next regularly scheduled meeting will be held on March 18, 2014.

There being no further business, Diane made a **MOTION** that the meeting be adjourned. Anita seconded the motion, and the meeting was adjourned at 4:05 pm.

Respectfully Submitted,

Diane Gravel