

Thornton Public Library
Trustee Meeting
Wednesday February 12, 2020
3:30 pm

Call to Order

Trustees of the library met on Wednesday, February 12, 2020. Meeting was called to order at 3:33PM.

Attendees: Diane Gravel, Chair; Anita Ross, Treasurer; Christopher Wilkie, Secretary

Also attending: Nina Sargent, Library Director; Joyce Jardin, Alternate Trustee; Kate Hadaway

A motion was made by Anita Ross and seconded by Christopher Wilkie to accept the Minutes from the previous meeting as corrected. Motion passed.

Director discussed correspondence with John Carpenter regarding the audit and the actions taken to balance the financial books. Financial books have been returned.

Reports

A motion was made by Christopher Wilkie and seconded by Anita Ross to accept the financial report. Motion passed.

Director presented her report.

Review of Action Items

Director continues to work on maintaining consistent organizational and recordkeeping practices.

Warrant Article signatures were collected.

Director is following up with Spectrum.

Director is working with school maintenance on finishing handrail repairs and looking into preventive measures.

Director has begun including in financial reports goods received, but not yet invoiced.

Old Business

Alt Trustee reviewed her meeting with Debra Shepard on survey distribution. Shepard offered to email the link with the monthly email "blast," or sending it to Desiree for web and public access T.V.

Trustees reviewed the Bylaw updates.

Alt. Trustee discussed tracking salary hours vs. annual payroll to avoid going over budget again in 2020.

Bank signatory issues are resolved.

New Business

Treasurer presented a request for help with food for the Groomer Show.

Discussion of the Agreement of Operation and Maintenance of Library.

Trustees reviewed rules for the minimum hours for employees.

Trustees agreed to apply COLA to all personnel including substitutes.

Trustees discussed background checks and what should be required of staff, volunteers, and contractors. Alt. Trustee's research showed that the library might be eligible for reduced fees.

Director presented the staff's completion of professional development and Webinars.

A motion was made by Anita Ross and seconded by Christopher Wilkie to accept the mission statement, "To enrich lives, build and support community, and inspire professional and personal success by bringing people, information, and ideas together." Motion passed.

A motion was made by Anita Ross and seconded by Christopher Wilkie to enter Nonpublic session pursuant to RSA 91-A: 3(II) a. Motion passed at 531: Gravel, yes; Ross, yes; Wilkie, yes.

Public Session

A motion was made by Anita Ross and seconded by Christopher Wilkie to resume public session. Motion passed: Gravel, yes; Ross, yes; Wilkie, yes.

A motion was made by Anita Ross and seconded by Christopher Wilkie to seal the Nonpublic session minutes. Motion passed: Gravel, yes; Ross, yes; Wilkie, yes.

Motion was made by Christopher Wilkie and seconded by Anita Ross to adjourn the meeting at 6:02. Motion passed unanimously.

Next scheduled meeting will be March 11, 2020, at 3:30 PM (possibly 4:00 PM), with the following meetings scheduled for April 8th the same time.

Action Items

Agenda items to be submitted by the Friday prior to meeting.

Following up with Spectrum.

Following up with school on handrail repairs and looking into preventive measures.

Showing the revenues every month.

Director and alt. trustee to track and show hours for personnel.

Director to look into Amazon Business Account.

Chair to contact the other local accountant, Debbie Bell.

Director to email school regarding exterior cleaning.

Alt. Trustee to bring Survey for alterations.

Anita will look into getting survey link on Fire and PD sights.

Chair to find out if Google Docs sends out notifications of changes.

Director to get maintenance schedule on Google calendar.

Chair to have bylaws reviewed by an attorney at the local government center.

Director to update staff, volunteer, and contractor background checks.

Director to give Trustees feedback on evaluations.