

Freedom Public Library Trustees Meeting
Thursday September 29, 2016 Final Minutes

Present: Chuck Brooks, Chair; Laura Robinson, Treasurer; Paul Mathieu, Secretary;
Elizabeth Rhymer, Librarian

The meeting was called to order at 3:37

The August 18, 2016 minutes were read, revised and approved.

Profit and loss

The trustees discussed whether the Friends of the Library pays for conferences and memberships. They discussed mileage payment practices.

Budget vs. Actual:

The other revenue line was corrected this is line 10070. A motion was approved to accept a \$50 donation.

The manifest was signed.

Laser gun rental:

Elizabeth queried other libraries. She only got one reply from a library that rents a Santa costume for \$5. There appears to be nothing available to serve as a model rental policy. The board discussed difficulties with renting this particular equipment.

Librarians report

Elizabeth circulated a draft of the librarians report. It covered Freedom Elementary School programming, Friends of the Library dinner and the One Book-One Valley program. Elizabeth expressed appreciation for Chris's work while she was on vacation. Participation in the summer reading program statistics indicate increased participation by younger kids, a decreased number of teen participants, and the finding that the smaller number of participants read more books than the previous year. There was an increase in participation by adults.

Agenda Items

- 1) The board discussed concerns with ADA compliance with the ground floor library bathroom.
- 2) Regarding the vestibule project: the board's preference for 12 pane windows will be sent to the contractor.
- 3) The Friends of the Library budget for 2017 was discussed. The history was provided by Laura. Elizabeth anticipates a similar request to last year with the possible increase in supplies for after-school crafts which is busier than in the previous year. The library will ask for \$600 to use toward conferences for Elizabeth and Chris in the coming year.

- 4) Laura presented some preliminary figures for the 2017 budget for the board to read before next meeting.
- 5) Maintenance contract comes due in March and covers mainly lawn and groundskeeping. Matt Welch has agreed to install a sprinkler head. Further discussion tabled until January or February.
- 6) Elizabeth has collected several job descriptions for librarians at other New Hampshire libraries to assist in the revision of her job description.
- 7) The board discussed the process for Elizabeth's performance review. Elizabeth distributed a list of her accomplishments for 2016 to date.
- 8) The next meeting date will be determined between board members at a later date to be finalized between the 18th or 27th October.

New business

Personnel item

The board voted to go into nonpublic session at 5:27, based on RSA 91 – 8:3, II (a), dismissal, promotion or compensation of a public employee. (Non-public session minutes, the draft of which were included in the draft of this document, are reported in final form on a separate document per board preference stated 10-18-16.)

A motion to adjourn was approved at 6:05 PM.