

Freedom Public Library Trustees Meeting
Thursday August 18, 2016 Final Minutes

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

The meeting was called to order at 3:34

The July 2016 minutes were read and approved.

Elizabeth provided an update on the bathroom renovation project. The final cost will be about \$1680.00. Painting costs may increase this amount slightly. This will be funded by the Bill Fritz fund.

Financial Report:

Two donations totaling \$150 in memory of Lysbeth Stone were received. The trustees moved to accept the donations with \$100 being dedicated towards children's books as income.

A correction to line 20023 clarifies that that line covers both audio and video expenses.

Expenses and income were discussed. A donation of a \$250 gift card from Thrivent Financial, which had already been expended for lazer tag equipment was discussed. Laura will devise a mechanism to track this donation through the financial statements. A motion to accept the \$250 gift card from thriving financial was made, seconded and approved.

Profit and loss as well as budget versus actual reports were presented. Maintenance costs appear low but summer grounds-keeping bills have not yet been received. Concerns with the grounds maintenance were noted. Tom will ask Jane to ask Bill to set up a meeting with the grounds contractor. The contractor maintains the sprinkler system including taking care of seasonal shutdown and start up. Mowing has not been as timely as it has been in previous years.

The financial report was accepted.

The manifest was signed.

Elizabeth presented the librarians report.

The vestibule project proposal was reviewed. The current estimate is \$4375. \$3689 is available for this project through Kidder and Towle funds. About \$750 can be covered by a money market fund. A motion was made to move forward with the vestibule project to include the installation of a crash bar and replacement windows with funding to be sourced from the Elizabeth Towle funds Kidder funds and money market funds was made seconded and approved.

A plaque was discussed to acknowledge the Towle family for projects funded.

Window replacement in the old part of the library was discussed. Consensus is to discuss the project with Friends of the Library representatives for possible inclusion for funding next year, 2017.

The board discussed replacing the Lenovo computer which the treasurer uses. The treasurer feels that a computer is adequate for the needs of her office at this time.

The music festival raised \$1032.62. An additional \$940 were raised by the raffle. Some costs were incurred, especially the raffle prizes. Fundraising monies will be deposited into the money market account for ease of access.

Elizabeth and the board discussed development of a laser gun use policy, in particular the logistics of developing a rental process for those guns. Unanswered questions include can we charge a fee to lend Library equipment or materials and what might those lending protocols be?

The board discussed identifying new candidates to serve as alternate trustees and to be able to serve as an alternate treasurer.

Personnel item

The board voted to go into nonpublic session at 6:05, based on RSA 91 – 8:3, II (a), dismissal, promotion or compensation of a public employee. Chuck, Laura and Paul all voted to go into nonpublic session. Elizabeth also joined the trustees in a portion of the nonpublic session. Discussion topics included raises and bonuses for library staff. The trustees voted to seal the records of the nonpublic session with Laura and Chuck voting in favor of sealing and Paul opposed. Chuck, Laura and Paul voted in favor of leaving nonpublic session at 6:34 PM.

The September meeting was set for 3:30 on September 22.

A motion to adjourn was approved at 6:34 PM.