

Freedom Public Library Trustees Meeting
Tuesday, January 21, 2016 DRAFT MINUTES

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

The meeting was called to order at 3:40pm.

The minutes of the Dec 15, 2015 monthly meeting were approved.
The minutes of the December 29, 2015 monthly meeting were approved.

FINANCIAL REPORTS

Laura presented the financial report.

The profit and loss report was reviewed. Gifts were received in honor of Bill Stoops- \$92, and, posthumously in honor of Elizabeth Towle- \$1775. (Chuck will get clarification as whether or not donors are required to be named in these minutes.) A motion to accept the gifts was seconded and approved. All gifts were received without restrictions.

The Financial Manifest was signed.

A motion to accept the treasurer's report was seconded and approved.

DIRECTOR'S REPORT

Elizabeth presented the Director's report

Caroline held a volunteer meeting and reviewed confidentiality and library tasks. After school program highlights included good attendance at pizza and movie days. Teen advisory board meetings hosted by Caroline were well attended. Rayleen Newbury's work on the collection inventory was noted in appreciation. Work by Jason and Bill on the workroom and other tasks was praised as well.

The elevator maintenance contract proposal was reviewed. The firm that provided this year's annual service will require a two-year contract to continue their service. Elizabeth will research available options for annual elevator maintenance.

The winter film series was well attended in spite of poor weather.

Best Practices For Volunteers

Best Practices for New Hampshire Library Volunteers- both youth and adult volunteers- were discussed. Practices regarding youth volunteers are in alignment with best practices. It will be necessary to review the adult volunteer policies and the Volunteer Agreement prior to continuation of the discussion.

Chuck and Elizabeth will ask for reviews of insurance coverage as well in furtherance of the discussion of employee and volunteer liability. Best practices in regards to volunteer's expectations for confidentiality with the practices and records of patrons. Chuck will call the NHLPA. The trustees agree further research of volunteer policies is needed.

FOL Meeting

The Friends of the Library have requested a joint meeting with the FPL trustees. Chuck will coordinate finding a mutual date.

February and March Meeting Dates

Dates for the next monthly meetings were set for February 11th at 3:30 and March 10th at 3:30.

Holiday Schedule

Holiday closure dates were set for 2015 to include July 5 in honor of July 4, Sept 5, Nov 11, Dec 23 and 24, and December 30 and 31.

Review of New Kidder Money

The bathroom vanity concept drawing was reviewed. Trustees agreed to request a fully developed drawing. A review of funds available for the project will be done.

A motion to go into non-public session under RSA 91-a:3, II(A) to discuss compensation of a public employee was seconded and approved with Chuck, Laura and Paul voting in favor at 5:51pm. A motion to approve a 3% raise for the assistant librarian was approved. A motion to return from non-public session was seconded and approved unanimously at 6:00pm.

A motion to adjourn at 6:03 was approved.

Next meetings: February 11th at 3:30 and March 10th at 3:30.