

Pease Public Library Board of Trustees, Minutes of April 19, 2019 meeting, 4 p.m.

Present: Winnie Hohlt, Bridget Powers, Diane Lynch (Director), Joan Bowers, Quentin Blaine and Amey Bailey

Winnie called the meeting to order at 4 p.m.

1. The minutes of the Feb. 21, 2019 meeting were approved as distributed. [Quentin moved, Bridget seconded]
2. Winnie reported having a note from Diane thanking the trustees for her vacation/leave.
3. Financial report – Quentin reported that the library trustee budget would be doing quite well if it weren't for machinery breaking down! At the moment there is a deficit of \$10,366.26 – most of which was necessary for a condenser that failed and other needed equipment issues.
4. Library portion of town budget – Diane reported that there has been an increase of 42% in the water/sewer rates. The town is trying to cover needed improvements through rate increases rather than bond issues. The budget is quite delicately balanced. Every member of the library staff who wanted to go to a nearby conference was able to attend. Diane has bought new bunting for the front of the library and reports that basically most things are going well.
5. Director's report – Diane reported on good circulation – around 6,000 items. Quentin moved that trustees accept the gifts and donations made so far this year. Winnie seconded the motion, and it passed unanimously.
6. Kim Inman, who was out on maternity leave, has decided not to return, so that position has been posted.

Also, the merging of two-part-time jobs into one full-time job has been posted.

Discussion took place about meal breaks. In keeping with the requirements of the Department of Labor, trustees agreed that full-time staff, if getting their work done, should have one 30-minute paid break, and part-timers may have up to a 20-minute paid break. There is to be no eating at public work stations.

There has been some damage from a leak (caused by an ice dam) that occurred in the closet of the lower-level Community Room. Damage was minor. There may need to be larger roof flashing.

There will be a program on owls next month.

Trustees signed the necessary personnel action forms for staff.

There is a proposal to replace all 100 fluorescent light fixtures in the library with LED lights. Trustees suggested finding out if there is currently rebate money from such entities as NH Electric Coop. Such a change should save a lot of money for the library, but expenses will have to be calculated into the budget.

Three Lakes Landscaping sent a proposal for grounds maintenance now that Parks and Rec are no longer doing this. Amey questioned the need for a broadleaf weed killer and suggested that we not make use of weed killer for at least one year. Apart from that, trustees were positive about the proposal.

Discussion took place about a particular group and their desire to use the Community Room. Trustees strongly felt that they did not fit with our programming and, especially since they had left the room in shambles the last time they used it, felt that they should not be allowed to return.

Discussion of creating a possible capital reserve will take place at a future meeting.

Next meeting: Thursday, May 16, 2019

Respectfully submitted,

Joan Bowers, Secretary