

**Newmarket Public Library Trustees
Meeting Agenda
April 8, 2014**

I. Approval of Minutes from March meeting

II. Ongoing Business

a.) Friends' report - Lisa A.

b.) Treasurer's report - Rod

c.) Director's report - Carrie

*Bonding Issue for Treasurer/Trustees

*Workman's Compensation -- Who's Covered

*Quarterly Statistics

*List of Existing Policies and those that are needed

*New Library Newsletter

*KBA grant

*New database server/software

*Various and sundry - *Month check?*

III. New Business/Other

*Slate of positions for the year

* Other?

Next regular meeting scheduled May 13, 2014

Newmarket Public Library Trustees

Meeting Minutes

April 8, 2014 meeting

Present: Sandy Allen, Rod Crepeau, Joan DeYoreo, Mary Mahoney, Lisa Zhe, Trustees; Library director Carrie Gadbois, Friend liaison – Lisa Arbogast

1. *Minutes accepted with amendments.*
2. Treasurer's report accepted.
3. Director's report –
 - a. All of the employees and trustees are bonded now as required. We are in the process of switching insurance carriers. Carrie said she will look into the difference between being bonded and liability. Mary said she sent out an inquiry about bonding on LISTSERV, was waiting to hear back. The Friends were facing a liability issue as they wanted to participate in Heritage Festival and were told they had to have liability insurance. According to Carrie, all of the trustees are also included in coverage because it's free, Matt (Angell) explained to her.
 - b. We've received a Kids Books Arts grant of \$250, which will offset the cost of our summer reading program. This is the third time we've received this grant.
 - c. Painting of exterior woodwork – waiting to receive an estimate from Caprioli painting.
 - d. Server warranty is expiring in June. If something comes up after that, we'll have to rely on our own IT person (Laura) to hand it. We've had an issue in the past when the server was down for three months, we don't want to be without it. We do need a new server because of insufficient memory space. The Library Corp is updating its programming; we'll need to be compatible with that. Carrie got an estimate for a new server for \$6,453 to include the library package. The service desk needs a new computer, and possibly a new monitor, depending on if it's compatible or not. The cost includes support from Library Corp

for the software and Dell for the hardware. Matt said it was OK for us to take the money out of reserve to pay for it.

i. Trustees voted unanimously to expend \$6,453 for the new server as proposed.

- e. All staff members are covered by worker's compensation policy, Carrie researched this to confirm.
- f. A newsletter will be sent out monthly to patrons as an attachment, approximately 5,000 patrons with email addresses on file. There will also be printed versions of the newsletter in the library.

New Business

1. Nicole (Benson) volunteers every week to do the storytime for the kids, with an average of 20 kids in attendance every week. Should we send her something to thank her for her efforts? And Elizabeth Ashley also devotes a lot of time every week to the book sale and as a volunteer.
 - a. Trustees voted unanimously to give Nicole a \$50 gift card and Elizabeth a spring plant.*
2. Rod mentioned that our dues are up for the New Hampshire Trustee Association - \$30/person. Carrie said she'd take care of this out of professional development.
3. Mary mentioned that we need to start thinking about Carrie's upcoming evaluation. Sandy asked that we all take a form and fill out our thoughts and leave them in an envelope for Sandy by April 18. Carrie said she would also write up a narrative about how she feels things have been going since she took over as director.
4. *Board members voted unanimously to continue with their organization as in the previous year.*
5. Joan inquired as to the status of the new bricks. Carrie said she was waiting to hear from John, but thought they had to wait until the ground was not soggy to install them.

Meeting Adjourned.