

**Newmarket Public Library Trustees  
Meeting Agenda  
August 20, 2014  
12:30**

- I.** Approval of Minutes from July Meeting
- II.** Ongoing Business
  - a.) Friends' Report – Sandy Bonin
  - b) Treasurer's Report – Rod
  - c) Director's Report – Carrie
  
- III.** New Business/Other
  - a) The Budget - Carrie
  - b) Adjacent Construction – Lisa

Next regular meeting scheduled September 10, 2014 at 12:30

## Newmarket Public Library Trustees

### Meeting Minutes

August 20, 2014 meeting

Present: Sandy Allen, Rod Crepeau, Joan DeYoreo, Mary Mahoney, Lisa Zhe, Trustees; Library director Carrie Gadbois. Not present - Friend liaison Sandy Bonin.

1. Treasurer's report – Sandy Bonin needs to get information to fill out a form for non profit status. She'd been waiting on Ed, but asked if I'd be willing to help out instead.
2. Friends report – presented by Joan on behalf of Sandy. Elizabeth Ashley said there may have been 40 bricks purchased at Old Home Day. Rod took a picture of the booth which will be on display at the library.
3. Library director's report –
  - a. Carrie said she plans to give Maureen a raise. She's been here as long as Isabel and has earned it, this will bring her to making the same as Isabel and Jane. Matt asked me where the minutes were to approve this. Sandy mentioned that we don't need this in the minutes, it's part of Carrie's job.
  - b. All of the painting is done, they replaced bits of rotten wood. All of it was in the new building, not the old portion. We had to have this carpentry done before they could paint.
  - c. Regarding the ice dam – every winter, this happens. All the rotten 2x4s have been replaced. I explained to him that we've had leaks, he said there's no insulation up there at all. We need to get this leak stopped. Mary suggested we get three quotes for this and it could come out of CIP (Capital Improvements Project).

*Trustees voted unanimously to get three bids to fix the ice dam problem and related leaks.*

- d. Summer reading program – 30 kids completed their logs. Of those, 727 books were read. We passed out over 100 logs. There were three programs – Magic of Science was attended by 35 kids; Magic workshop attended by 20 kids; and the nature program by 14 kids.
- e. The personnel manual was returned to us. The town attorney just made a few recommendations (FMLA, joint loss committee, background checks). After a brief discussion, trustees agreed with Carrie to do background checks from this point forward. *Trustees voted unanimously to accept the amended personnel manual.*
- f. The new server is up and running. Staff did training online to use the new Circ program.
- g. Friends will take over selling the blankets and ornaments. We will keep the postcards in the library.
- h. The front door has been painted. I didn't want to tape any items to the door, so I thought a nice sign with the hours would be a good idea. I found this old wooden sign, black with gold lettering. Trustees discussed concerns about changing the sign due to summer hours. Carrie agreed to research and present info at our next meeting.
- i. Budget – CIP line item – last year we asked voters to put money into it. Now we have \$144k in it, we'll take some money from it for the leak repairs. We need a new reason for the additional money. Carrie suggested that the toilets need to be replaced. She said she doesn't need estimates to include it, just stating that we need to upgrade our bathrooms. Matt suggested we include something so that we can add to our CIP.