

Newmarket Public Library

Trustees' Meeting

August 24, 2016

- I. Approval of Minutes of July 19, 2016
- II. Welcome to Amy Nicholson
- III. Ongoing Business
 - a. Friends Report
 - b. Treasurer's Report
 - c. Directors Report
 - Sign update
 - New Employee
 - Report on Summer Reading Program
 - Quote for roof repairs
 - Preliminary budget needs FY2018/update
- IV. New Business
- V. Next Meetings to be determined

August 24, 2016 Board of Newmarket Public Library Trustees Meeting Minutes

Attending: Rod Crepeau, Mary Mahoney, Amy Nicholson (new Trustee), Joan DeYoreo, Carrie Gadbois (Director). Not present: Sandy Bonin (Friends liaison), Lisa Zhe (Trustee)

Sandy Bonin had sent minutes of the most recent Friends meeting to Mary Mahoney (T) because she was unable to come to the Trustee meeting.

Treasurer's Report: Rod C. asked for approval of a check for \$225.00 written to Seacoast Laser Tech for copier/printer toner cartridges. Motion made to approve, seconded and approved by all. During August, Rod dropped off Library financial records for July 2015-June 30 2016 at Town Hall offices for an annual audit. The funds in the Library checking account increased somewhat because of deposits from copier/printer income.

Director's Report: Carrie Gadbois and Mary Mahoney met with Newmarket code enforcer Mike Hoffman in August to confirm suitability of the new granite sign's placement outside. *A permanent sign was required by code enforcement because the Library is in a historic district, and the temporary sign being used is not appropriate. Dept. of Public Works will install the granite sign this Fall.

An ad was placed in August for a new Library Aide for 20 hours a week- received 10 applicants. Carrie conducted interviews, and chose Alexa Moore (lives in Newmarket) who is going to Simmons College for her MLS, will start on September 8, 2016.

The Summer reading program had 110 participants this year. There were three special programs with KBA grants for support, and roughly 50-55 attendees for each event. The last Summer reading event was the Pizza Party wrap-up, with 30 attendees, and pizza provided by Jeremy's on Main Street. Carrie is sending a Thank You to Jeremy, and public thanks and acknowledgement was posted on the Library Facebook page.

Ongoing building concerns: Carrie is in the process of getting more estimates for roof repair/replacement. The area of most concern is over the Main Room closest to the large Meeting Room, the A-section for Fiction. Roof tiles are cracked and compromised, will not prevent leakage onto the ceiling and lighting fixtures in that part of the room. So far, Silver Brothers Painting & Carpentry have given an estimate, and Town code enforcer Mike Hoffman has looked at the problem area. Rod Crepeau made a motion to expend up to \$70,000 of capital improvement funds to replace the Library roof on the western side of the building. The motion was seconded by Amy Nicholson, and approved by all. Carrie is working at this time on the Library budget for the coming year, and will be at the Capital Improvement meeting at Town Hall on September 6.

Trustee Meeting adjourned.