

Newmarket Public Library Trustees

Meeting Minutes

December 10, 2013 meeting

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

1. *Minutes accepted with amendments.*

Friends Report– Lisa Arbogast reported there is \$2,266.36 in the Friends' treasury. In November, they made \$90 at the day-long book sale. There were two outside book vendors who stopped by and spent \$220 in cash. Staying open on Monday nights seems to be paying off, as they're taking in an average of \$27- \$34 and there is no overhead. The Friends also voted to stay open on Thursday nights in December for holiday shopping. Barbara Lerch bought a book cart for the library. Regarding the museum passes, Laurie Willey made a list comparing all the museums to see which would be the best fit for NPL. They will review it and make a decision at their next meeting. The IRS paperwork is nearly completed, Ed met with the finance director to go over it. Very Merry Main Street was held last weekend, but the Friends bowed out as it was last minute and they didn't have time to pull anything together, but will participate next year.

2. Treasurer's report – Rod reported that now trustees are free of Bank of America, the accounts have been transferred to TDBank.
3. Update on director's goals - Carrie presented a document of her goals for the next six months.
 - a. RC - suggested that they should talk with Matt Angell, finance director, as to what procedure the trustees should follow in case they receive a large donation.
 - b. Facility goals – Sandy asked what goals would be reasonable to be completed by Marsh – just the windows. The other items (replacing and painting sills) will take longer. Lisa Z. asked as to the status of the NCEP grant of \$500 received a few years ago. Carrie said most of the \$\$ was spent on painting the room, the rest of it is on hold now that Lisa A. is in place as the children's librarian, and they plan to revisit what to do with the \$\$. Martha Dana, a local artist, already created two dragons to be hung up in the children's room. Carrie said she will also get some quotes to fill in the holes in the bricks outside the building.
 - c. Trustees voted unanimously to accept Carrie's goals.
4. New hire – assistant librarian/technology. Carrie said she's advertised the position and hopes to have hired someone within the next three weeks. She posted the position on NH library jobline for free.
5. Other business – Carrie updated trustees on the snow shoveling. Steve Fournier, town administrator, said each town building is responsible for shoveling, the town

DPW does not shovel. Police, schools do their own, DPW does not have time. She put a call in to Larry Jack Landscaping (Newmarket). He gave an estimate of \$1,400 per season through April. As for the memorial bricks, those are \$30/each and Carrie found a new company to engrave them and install them.

Trustees went into nonpublic session to discuss a personnel matter.

6. Trustees voted unanimously to accept the retroactive insurance refund for Carrie as she's not taking the town's insurance. This will save the library \$191.48/month.

Meeting adjourned.