

Newmarket Library Trustees Meeting

Agenda

Dec. 14, 2016

1. Ongoing Business

- a) Approval of Minutes
- b) Friend's Report - Sandy
- c) Treasurer's Report – Rod
- d) Director's Report – Carrie

2 Old Business/Other

- a. Director's Evaluation

Next Scheduled Meeting

Newmarket Public Library Trustees

Meeting Minutes

December 14, 2016 meeting

Present: Trustees Rod Crepeau, Joan DeYoreo, Mary Mahoney, Amy Nicholson, Lisa Zhe, Library Director Carrie Gadbois and Friend liaison Sandy Bonin.

1. Minutes from November meeting accepted.
2. Friends' report
 - a. The Friends further discussed the games purchase for the childrens' room.
 - b. The book sale held during Merry Main Street was quite profitable. They believe this may have been due in part to the extra advertising. They also sold several of the donated paper trees and wreaths.
 - c. The paperwork for the name change to Friends of Newmarket Public Library has been submitted.
 - d. The new bookcases purchased by Friends have been installed in the childrens' room.
3. Treasurer's report – delivered by Rod Crepeau
 - a. The checking account balance is down to \$3,772.46 from last year's \$10k. This is due to some larger approved expenses in the last few months, including \$2,500 in engineering fees and \$4,890 for the new sign.
 - b. Trustees voted unanimously to approve an expenditure of \$150 for Seacoast Laser Tech for ink cartridges.
 - c. Trustees voted unanimously to approve an expenditure of \$46.20 to renew the safe deposit box with TDBank.
 - d. Trustees voted unanimously to approve an expenditure of \$42.80 for a book of checks from TD Bank.

e. Trustees voted unanimously to approve an expenditure of \$56.25 for Teleview services fax cards.

f. Trustees voted unanimously to accept the treasurer's report.

4. Director's report

a. Trustees voted unanimously to accept a donation of \$15 from John and Constance Bentley.

b. Trustees voted unanimously to accept a donation of \$250 from Barbara Heckler.

c. Roof update – the dumpster has been picked up, they stripped all the old shingles and put up the rubber ice shield, which will be OK until spring. When it warms up, they will install the new shingles.

d. Jane upgraded all the computers to Windows 10.

e. On January 18, Mark Chamberlain will be at the library as part of the Seacoast Storytellers series, a collaborative effort with the Seacoast Area Libraries.

f. Carrie and Jane attended the New England Library Association program in October. Carrie will also participate in an ALA marketing course.

4. New business

The director's evaluation was very positive, with many fives acknowledging all the hard work she does. Based on these reviews, the board will discuss a pay raise for her.

5. NONPUBLIC SESSION – the board went into nonpublic session at 12:45 to discuss a personnel matter (see separate minutes).

6. At 12:55, the board resumed public session, then adjourned its meeting.