

**Newmarket Library Trustees
Agenda
February 18, 2015
12:00**

I. Approval of Minutes from January 2015 Meeting

II. Ongoing Business

a.) Friends' Report – Sandy Bonin

b) Treasurer's Report – Rod

c) Director's Report – Carrie

- Volunteer Policy
- Roof Leak and attendant problems
- Misc.

III. New Business

None submitted

Next scheduled meeting March 11, 2015

Newmarket Public Library Trustees

Meeting Minutes

February 18, 2015 meeting

Present: Sandy Allen, Rod Crepeau, Joan DeYoreo, Mary Mahoney, Lisa Zhe, Library Director Carrie Gadbois; Friend liaison Sandy Bonin.

1. Minutes from January meeting accepted as amended.

2. Friends report –
 - a. Sandy informed us that the Friends raised \$26 at the January book sale because of the weather. The February book sale was cancelled twice due to weather.
 - b. Renewed the SEE Science Center pass.
 - c. Sent a letter out to local businesses soliciting donations and business memberships. So far have received a generous donation from Proulx Oil.
 - d. They hope to create more brochures asking people to support The Friends, and would like them displayed on the circ. Desk. Carrie agreed, and said she'll also put them near the front door.
 - e. They received two engraved bricks. And the bike rack is missing. Carrie said she'll request info from the DPW, perhaps they moved it inside for winter.

3. Treasurer's report – delivered by Rod Crepeau
 - a. Rod had to write two checks this month
 - i. \$70 for two background checks for volunteers.
 - ii. \$150 for Seacoast Laser Tech for toner cartridges.

- b. Rod asked if trustees thought Friends needed to be informed of procedure regarding town report printing monetary info. Trustees agreed that since it was mentioned to Sandy Bonin, the Friends will not be caught unaware.

4. Director's report – delivered by Carrie Gadbois

- a. Carrie said that about a week and a half ago, she came in to hear water pouring down the wall. The roof leak is in the A section, where the old building meets the new. She called the DPW, they were swamped, so she called Steve Fornier and was told to call the fire department. They came out with ladder truck to create a channel in the ice dam, stopping the leak. She also called the building inspector, Mike Hoffman. She also called contractor John Howard. John climbed into the attic to view the problem, found we need new insulation in that area, as well as wiring for a heated roof cable (to prevent future ice dams). He also found several spider cracks in the roof.

Trustees voted unanimously to approve an expenditure of \$2,135 to install ceiling insulation with Builder's Insulated Products (John Howard).

- b. Carrie also requested to get a second bid from John to solve the other problems with the roof, as well as improved insulation throughout the building. Right now, she's using 500 gallons of fuel every two weeks or so to heat the library. Mike also mentioned that the lights in the library use 1,000 watts each, leading to a \$700/month electric bill. She will look into getting an energy audit for the library.
- c. Update on staffing – rather than replace Lara, who left last month, Carrie will disperse her hours between Jane and Maureen. Jane and Maureen will each work an additional 7 hours, Shawn an additional 3, and possibly three or four for Lisa. Jane left her position at Seabrook Public Library, and she will also help out with the technical support as Lara did. Having Jane for 34 hours/week provides more continuity for Carrie and the rest of the staff. When Carrie goes on vacation, Jane will be in charge.

- d. Carrie plans to get a certificate in historic preservation and requested permission for a week off in May to attend. Approved by trustees.
- e. Carrie will make final suggested revisions to volunteer policy and run it by town attorney before finalization.

Meeting adjourned at 1:40 p.m.

Next meeting – March 25, 2015