

**Newmarket Public Library Trustees
Meeting Agenda
February 20, 2014**

- I. Approval of Minutes from January meeting
- II. Ongoing Business
 - a.) Friends' report
 - b.) Treasurer's report
 - c.) Director's report
 - *Second Draft of Library Personnel Manual
 - *A Personnel Issue
 - *Misc.
- III. New Business/Other
 - a.) Joan – modestly increase price of commemorative bricks?
 - b.) Lisa - ?
 - c.) Other

*Quots from state
for annual work -*

Next regular meeting March 11, 2014

State Library

*Brick - Friends
Mary will ask Friends.*

*Mad Angela would it be. Should it be
banned?
the
how much would it cost?*

Minutes for February 20 Board of Newmarket Library Trustees Meeting

Present were: Sandy Allen, Mary Mahoney, Rod Crepeau, Carrie Gadbois (Library Director), Lisa Arbogast (Friends of Newmarket Library) and Joan DeYoreo (taking minutes) Absent: Lisa Zhe

- 1- Postponed reading the minutes from January's meeting (not available).
- 2- Friends of Newmarket Library Report: Lisa Arbogast said that the Friends now have 18 regular members plus 6 Board members. As of their February meeting, the Friends had \$2582.58 in their account, and they made \$84.00 at the February Monday Night book sale. A vote was taken to have the Friends group renew the Library's subscription to the Children's Museum of Dover, and to purchase for the Library, passes to the Currier Museum of Art in Manchester, and to the Seacoast Science Center in Rye. The Library also has passes to the SEE Science Center in Manchester but that subscription is not due at this time. In addition, after some discussion the Friends have decided to have the 2nd annual Chocolate Fest, scheduled for Saturday April 12. They will try to have more Newmarket businesses enter the contest, and will be offering prizes as they did last year. Lindt Chocolates will be approached and asked if they can bring their "bunny mobile" and have it parked outside for the day. End of Friends Report.
- 3- Treasurer's Report: Rod Crepeau handed out copies of statements showing the activity and current state of Library accounts. Because Bank of America closed, the Trustees had approved shifting accounts and money market funds to TD Bank. When Rod did that, it turned out that there were some fees incurred. Rod will be meeting with a municipal account person from TD Bank to see about having the fees waived. After reading, Mary Mahoney made a motion to accept the report, Joan DeYoreo seconded the motion, and the motion was approved.
- 4- Director's report: At the January meeting, Carrie had distributed copies of a prototype personnel policy handbook for Newmarket Library employees.

She is now working on a second draft and should have something ready for the March 11 meeting.

- 5- Carrie requested a change in book keeping to more accurately reflect how some funds were being used. Sandy Allen made the motion, seconded by Mary Mahoney to move \$11,200 from Part-time Staff Salary (Line Item 02-480-103-0000) to Building Maintenance (Line Item 02-480-401-0000). The motion was passed.
- 6- There was a discussion of the price of commemorative bricks for the walkway. Carrie had found a new place to do the engraving that was less expensive than we had before, but it was decided to keep the price of \$40.00 for the bricks. The original walkway was used as a fund -raiser but after a few years of increasing costs, the library was not breaking even. Now they will make a small amount on each brick, and to the buyers of the bricks there is no change in price. The Trustees discussed the possibility of having the Friends of Newmarket Library take over having the bricks engraved. Mary Mahoney as liaison to the Friends said she would ask at their next scheduled meeting.
- 7- Mary Mahoney brought up a question about having the Trustees bonded. Rod asked Carrie to inquire as to whether he should be bonded or not. Carrie said that she would call the State Librarian to find the answer to that.
- 8- Mary Mahoney asked Carrie about when/whether the stone foundation was going to be re-pointed and what was the status of having the (exterior?) woodwork painted. Carrie was going to look into it.
- 9- Meeting adjourned.