

Newmarket Library Trustees
Agenda
March 25, 2015
12:00

- I.** Approval of Minutes from February 2015 Meeting
- II.** Ongoing Business
- a.) Friends' Report – Sandy Bonin
- b) Treasurer's Report – Rod
- c) Director's Report – Carrie
- Volunteer Policy Redux
 - Update Lighting/Energy Audit
 - Problem with portable sign we chose out front
 - Snow plow issues
 - On line newsletter
- III.** New Business/Other?

Next scheduled meeting April 8, 2015

Newmarket Public Library Trustees

Meeting Minutes

March 25, 2015 meeting

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

Minutes from January meeting accepted as amended.

Friends report – delivered by Sandy Bonin

- Sandy informed us that the Friends did not hold a book sale in February due to the weather. They planned to have a sale in March.
- Renewed the Seacoast Science Center and Currier Art Museum passes, and planned to look into passes for the American Independence Museum (Exeter).
- Several responses to their membership drive, including four corporate memberships – Proulx Oil, Keller Realty, Big Bean and Cheney Corporation. Several letters were returned by the post office so Sandy planned to go door to door to speak with the business owners.
- They are still working on the brochures.
- They received a letter from the IRS asking for more information on their 501C3 application, amending the articles of agreement. Sandy responded and is waiting to hear back from the IRS.
- They received two engraved bricks.
- Carrie asked for information to be provided to the state for the annual report – contributions from the Friends between 7/1/13 and 6/30/14.

Treasurer's report – delivered by Rod Crepeau

- Rod had to write one check this month
- \$128.92 to Cocheco Printing (personnel manuals) – *approved by trustees.*

Director's report – delivered by Carrie Gadbois

- Carrie said that the lighting audit was completed. They looked at all the big lights, went through the building and also looked at the flat fluorescents. The two outside lights are OK as is, the little light outside needs to be replaced with a LE bulb.
- John Howard is in touch with the insulator, he'll be onsite soon. He's also working up a quote for the rest of the building.
- The sign on the lawn is not up to code. We are a historic building and it's a plastic sign. Carrie offered to stop by a Dover sign shop to get some ideas/quotes.
- Carrie will be sending out the newsletter online to everyone who has a registered email address with the library, except for those who opt out. She will continue to have a print version at the library.
- After a brief discussion, *trustees unanimously approved the amended volunteer policy.*

New business

- Joan DeYoreo mentioned that in addition to the missing bike rack, the town DPW appears to have run over and damaged the large shrub at the rear of the library. After a brief discussion, the trustees agreed that perhaps it best if the garden club pursue this rather than the trustees. Perhaps the DPW could offer labor rather than a monetary sum to compensate for the damage. The bike rack is still missing at this point, the DPW expects it will turn up in the old Carpenter's lot once all the snow melts.

Meeting adjourned.

Next meeting – April 8, 2015