

**Newmarket Library Trustees Meeting
Agenda
May 25, 2016**

I. Ongoing Business

a.) Friends' Report – Sandy Bonin

b) Approval of Minutes from April 2016 Meeting

c) Treasurer's Report – Rod

d) Director's Report – Carrie

- Facilities Update – new oil tanks, change orders for HVAC
- Estimate for roof repairs
- Various and Sundry items

II. New Business/Other

May Conference – two workshops - Joan

Next Scheduled Meeting June 22, 2016

Newmarket Public Library Trustees

Meeting Minutes

May 25, 2016 meeting

*To be
Amended*

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

Minutes from April meeting accepted as amended.

1. Friends report – delivered by Sandy Bonin

The Friends have some money left in their account, which they need to spend by the end of the fiscal year. They will look into purchasing some games and toys for the children's room.

They are hosting a yard sale on June 18 from 8 a.m. to 2 p.m. Setup time is 7 a.m. People will bring their items to sell and anything not sold must be picked up by 2. The fundraiser will be \$20 per table.

There were two new brick orders this month.

2. Treasurer's report – delivered by Rod Crepeau

Trustees unanimously approved an expenditure of \$59.85 for the Televan prepaid fax cards.

Trustees unanimously approved an expenditure of \$195 for three people to attend the New Hampshire Library Trustee Association conference.

Trustees unanimously approved an expenditure of \$109 for Seacoast Laser Technology for ink cartridges.

Trustees voted unanimously to accept the treasurer's report.

3. Director's report – delivered by Carrie Gadbois

Rod and Sandy's terms were renewed by town council on May 18 and expire in 2019.

The library received two donations totaling \$45.

Trustees voted unanimously to accept a \$20 donation from patron William Turner for the purchase of a subscription to Archeology Magazine.

Trustees voted unanimously to accept a \$25 donation from the Exeter Area General Federation of Women's Club Conservation Committee in honor of Earth Day.

Trustees also voted to approve a new ^{procedure} policy that Rod call to personally thank donors.

We received one bid for \$12,400 from Perigny & Howard for the roof repair. Carrie will ask the building inspector if that looks accurate.

The furnace project is wrapping up. There will be two additional change orders – one to clean & line the chimney as it had no liner and was quite dirty; the other for duct work to bring fresh air into the furnace, which it needs (return ducts).

Trustees voted unanimously to go into nonpublic session at 1:30 to discuss a personnel issue.

Trustees voted unanimously to come out of nonpublic session at 1:50 p.m.

4. New business

Carrie requested that she be permitted to work from home on Mondays, as she's helping her parents, who are ages 89 & 88.

Trustees voted unanimously to approve that Carrie work from home on Mondays.

Meeting adjourned.

Next meeting – June 22, 2016.