

**Newmarket Public Library Trustees
Meeting Agenda
November 12, 2013
1:00**

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes from September and October meetings
- IV. Ongoing Business
 - a.) Friends' report
 - b) Treasurer's request (in absentia)
 - c) Director's report
 - 1. Budget Update
 - 2. Insurance Issues
 - 3. Miscellaneous
 - d) Job Descriptions and Evaluations
 - e) Carrie's Six Months Goals
 - f) Position to fill – Assistant. Director
- V. New Business
 - g) Accessibility Ramp
 - h) Any Other

Next regular meeting December 10

Newmarket Public Library Trustees

Meeting Minutes

November 12, 2013 meeting

Present: Sandy Allen, Joan DeYoreo, Mary Mahoney, Lisa Zhe, Trustees; Library director Carrie Gadbois, Friend liaison – Lisa Arbogast
Not in attendance – trustee Rod Crepeau

1. *Minutes accepted*
2. *Friends Report* – Lisa Arbogast reported a large book sale is planned for Saturday (Nov. 16) from 9 a.m. to 4 p.m. Ed, Roberta, Elizabeth & Lisa will run the sale. A self-publishing forum was hosted by the Friends last month, attended by 15 people. The group will return to the library on Nov. 23 @ 1p.m. for another forum. They've received suggestions about museum passes, are looking into which are the best fit and most affordable for NPL. We voted to purchase a book cart, and reimbursed \$235 for a new home theater to show movies. As for the IRS paperwork, Sandy (Bonin) met with Matt Angel and went through the procedure. As for the book sales, Barbara Lerch knows two men who are starting a bookstore, they're interested in going through our nonfiction section.
3. *Treasurer's report* – Presented by proxy for Rod, who was unable to attend – accepted as presented. Trustees also voted to change to TD Bank.
4. *Budget* – Carrie reported that the town council voted to accept our budget on Saturday. Carrie also noted the town will offer her a buyout of \$191.48/month as she didn't opt to take the health insurance, which saves \$15,000 for the library budget. Trustees approved for Carrie to receive the buyout.
5. *Progress* – new director. Carrie also gave an update on how her first months as director have gone. She said she's working on improving scheduling for all of the staff. In the past, one person didn't know what the other was doing. She's been working to alleviate this. She had an informal staff meeting with Maureen & Jane to talk about some issues that are getting out of control. She plans to have a meeting once a month on a Monday at 1 p.m. while the library isn't open. She said the meeting went a long way to reassure Jane & Maureen, as they were in the dark about job descriptions. Mary suggested Carrie narrow down what she feels she can accomplish in six months, focusing on her evaluation by trustees. Carrie also talked about revamping the interlibrary loan process. Currently transactions are handled in a notebook and the handwriting is often illegible. She wants it to become computerized, allowing Jane and Maureen to do it. It would allow for a lot more control of overdue interlibrary loans.
6. *Press releases* – Carrie will send everything out every two weeks. Lisa Zhe will draft the releases for the media (Exeter News-Letter, Fosters, The Patch) and send them out after she receives info from Carrie. Roberta will continue to send out

Friends info separately. Carrie feels having a policy in place for PR will keep everyone informed. And the more publicity for NPL, the better.

7. *Carrie* – also requested that when she emails us, we send a quick reply just to let her know the email has been received.

Trustees went into nonpublic session to discuss a personnel matter.

8. Trustees voted unanimously to contract out the janitorial services to an outside firm for 10 hours a week.
9. Update on Veterans' Memorial - Carrie was supposed to meet with Dana Glennon and Janice Rosa to discuss, but the meeting was cancelled. She will wait to hear from them before any further action is taken.

At this point, Lisa Zhe departed the meeting (schedule conflict), so minutes were continued by Joan DeYoreo.

Minutes submitted by Joan DeYoreo:

Carrie brought to the Trustees' attention that she had found a new brick engraver for the commemorative bricks used in the sidewalk that flanks Main Street and comes around the corner to the Front of the Library Building on Elm Street. She discovered a number of brick order forms and confirmed which ones had already been filled, or not. One person, Jacqueline Laventure, who had ordered a brick two years ago has decided they no longer want a brick and have asked for a refund. The trustees voted to allow a refund.

In late October Carrie attended a NELA (New England Library Association) conference in Portland Maine. Of all the workshops she took, the one she felt was most worth it was one on E-books, and she enjoyed the whole conference in general. She reported that Lisa Arbogast has joined CHILI, an association for Children's Librarians.

Several Job Descriptions were read/discussed/adjusted and approved by the Trustees. They include- Assistant Librarian

Custodian

Assistant Librarian/Technology

Assistant Librarian

One Job Description had already been approved, that of Children's Librarian.

Meeting adjourned.