

Newmarket Library Trustees  
Agenda  
November 12, 2014

1. Approval of minutes from 10/8/12

2. Ongoing Business

Friends Report

Treasurer's Report

Director's Report

3. Old Business

Director's Evaluation.

4. New Business

TRUST FUNDS

Next meeting: Dec. 10, 2014 at 12:30 p.m.

## Minutes for November 12, 2014 meeting of the Board of Newmarket Public Library Trustees

In attendance: Carrie Gadbois, Director; Mary Mahoney, Rod Crepeau, Joan DeYoreo, Trustees; Sandy Bonin, Friends of NPL liaison.

Friends Report: Sandy Bonin announced the Semi-Annual Saturday Book Sale for Dec. 6 from 10:00am-4:00pm, with free gift wrapping of any book purchased. The Library would also have a Holiday Storytime from 12 noon-2:00pm upstairs in the children's room.

All IRS Friends paperwork has been sent in, and the Friends received acknowledgement that the IRS got it. One mistake was found and corrected. There was a State report due on November 15, which was completed and sent in. The Friends are required to file a 990N form at tax time. On another topic- Sandy e-mailed the Friends to request help at the Library with shelving several days a week. She asked Carrie whether the free magazine swap was still ongoing (yes). The Friends are thinking of having a membership drive. Mary M. suggested having a table for that at the book sale, and perhaps when people apply to get library cards.

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Minutes from October 8 Trustee meeting were read and approved, no corrections required.

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Treasurer's Report: No real change from October's report except for interest on Money Market accounts. Report was approved. Carrie G. suggested that trustees approve the use of funds generated by the copy machine to go towards the purchase of ink cartridges for the copy machine/printer. Motion was made and approved.

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Director's Report: Carrie gave trustees copies of the Sept. 2014 Budget Report. We discussed <sup>a</sup>the transfer of funds, but no action was taken.

When books are deleted from the collection, they're given to Thunder Road or Big Hearted Books, who sell the books and then donate to disabled veterans.

Carrie paid for two humanities programs- Rebecca Rule, and Covered Bridges of NH, and asked for reimbursement (\$666.00 total for both programs). A motion was made to approve reimbursement, and it passed.

Carrie reported on having new locks installed and new keys. At our Oct. meeting, trustees had only approved \$375, but the full amount came to \$510.00. A motion was made to write an additional check for \$135.00 to cover the complete cost, and approved.

It is time for Carrie's yearly evaluation, all trustees have been given forms to fill out, with envelopes. Please complete by November 19 and place in Sandy Allen's mailbox.

Trustees voted to accept donations from Janice Rosa, and Phyllis Danko totaling \$35.00.

A motion was made to transfer \$35,000 from checking account into the TD money market account. Approved. Another motion was made to designate existing funds for major future renovations and/or Library expansion, with the exception of checking account. The motion was approved. Meeting adjourned.