

**Newmarket Library Trustees Meeting**

**Agenda**

**November 16, 2016**

I. Ongoing Business

- a) Approval of Minutes
- b) Friend's Report - Sandy
- c) Treasurer's Report – Rod
- d) Director's Report – Carrie

II. New Business/Other

- a. Director's Evaluation

Next Scheduled Meeting

Newmarket Public Library Trustees

Meeting Minutes for November 16, 2016 Meeting

Present: Trustees Amy Nicholson, Joan De Yoreo, Mary Mahoney, Rod Crepeau, Director Carrie Gadbois. Not Present: Trustee Lisa Zhe, Friends Liaison Sandy Bonin

Minutes from October 26 Trustee meeting read, approved as written.

No Friends Report this month, Liaison Sandy Bonin not present.

Treasurer's Report: Rod Crepeau asked for motions to accept the writing of checks

1- for \$66.32 written out to Cocheco Printworks for printing out new updated Trustee manuals for all trustees. Motion made, motion approved (Check is being returned by Carrie Gadbois who paid for this with Library funds).

2- Check for \$270.00 to Tirye Associates for hourly engineering charges in a review of the roofing proposals from Silver Brothers and Twin Metals, per request by Town Manager and Town Council. Tirye Associates prepared an issues letter of opinion and recommendations saying that Twin Metals' proposal was better, should go forward with them. Check written Oct. 9, 2016. Motion made to approved, seconded and passed.

3- Check for \$2500.00 to Town of Newmarket for assessment by Underwood Engineering of the stability of the Library front entrance. Motion made, seconded and passed.

Treasurer's report accepted.

Director's Report: Carrie Gadbois hired Judy Mullaney for part-time cleaning (15 hours a week). Douglas Wright is a part-time employee, as needed.

Carrie requested that the Board move \$18,000 from Building Maintenance to Part Time Salaries. The motion was made, seconded and approved.

Also requested was a motion to give a 7% raise for part-time personnel retroactive to July 1, 2016. Motion was made, seconded and approved.

The roofing work to be done by Twin Metals will begin at the end of November. Also, the permanent outdoor signboard will be installed in the week after Thanksgiving by DPW employees.

At the end of the meeting, Trustee Chair Mary Mahoney handed out Director evaluation forms to Trustees. Please complete, place in envelope, and return sealed to Mary's letter box by end of Tuesday November 22, before 5:00pm. Meeting adjourned.