

**Newmarket Library Trustees Meeting
Agenda
September 9, 2015**

I. Ongoing Business

a.) Approval of Minutes from August 2015 Meeting

b) Friend's Report -- Sandy

c) Treasurer's Report -- Rod

d) Director's Report -- Carrie

II. New Business/Other

Possible Questions for Survey - Lisa

Next Scheduled Meeting **October 14, 2015**

DRAFT
To Be Amended

Newmarket Public Library Trustees

Meeting Minutes

September 9, 2015 meeting

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

1. Minutes from August meeting accepted as amended.
2. Friends' report delivered by Sandy Bonin:
 - a. The group needs a renewal certificate for the NH Charitable Trust, which costs \$75. Sandy explained she called the state about this because certain groups might qualify not to have to renew every year based on the amount of money raised. She was told that because of the smaller amount of money, they will not have to renew every year but will have to do it this year.
 - b. Regarding the book sales/collection in the basement – duplicates are beginning to pile up. They are planning to contact a bookseller. The two day-long book sales are tentatively scheduled for March 19 and June 18 from 10 a.m. to 4 p.m.
 - c. Friends also requested to be able to come in with the staff on the Saturdays of book sales to set up; otherwise people are waiting to get in. Carrie said it would not be a problem to get a key to them to use the night before.
 - d. Brick orders – two more bricks are in process. Regarding running out of bricks (as they have to match) Carrie said it's not a concern as the DPW does have matching bricks.

3. Treasurer's report – delivered by Rod Crepeau. He mentioned that the municipal checking account money was transferred to the money market account.

Trustees voted unanimously to accept the treasurer's report.

4. Director's report – delivered by Carrie Gadbois
 - a. Carrie said she is still getting quotes for the HVAC/boiler. So far Thermo Dynamics came in at \$41,150 for all three portions. She hopes to get two more bids.
 - b. She is also waiting to get quotes on the lighting fixture retrofit.
5. New business
 - a. Lisa Zhe reviewed questions for the patron survey with input from trustees. Carrie offered to send the survey out to all patrons with email on file. It could also go out with the newsletter, be on the Facebook page, as well as a print version available in the library. Lisa said she would check if the Newmarket Elementary School PTA would send it out for us.

Meeting adjourned. .

Next meeting – October 14, 2015.