

MINUTES OF THE DUNBARTON PUBLIC LIBRARY TRUSTEES MEETING

December 6, 2010

Attendees: Andrea Douglas, Tiffany Dodd, Lori Wamser, Gregory Arce, Pat Wood

The meeting was called to order at 7:10 p.m.

November minutes: Correction to be made: "Other business" re: the bookkeeper position. A motion was made by Tiffany Dodd to accept the November meeting minutes as corrected. Seconded by Lori Wamser. Approved.

Treasurer's Report:

Abbreviated report due to logistics issue. Reviewed P&L versus budget through November, 2010.

Revenue excludes any income from the Borders initiative on November 10 & 11. Payment to the library for the money raised is channeled through corporate offices, not through the local store.

Expense of floor care (sanding, buffing) is not included, nor should it be as the work was invoiced 12/6.

More discussion about an end-of-year wish list to maximize the current budget. Urged Andrea again to formalize a list as time is of the essence.

Anticipate flat budgeting for 2011.

A motion to accept the abbreviated Treasurer's report was made by Gregory Arce and seconded by Lori Wamser. Approved.

Director's Report:

Dispute with ADT regarding alarms services. ADT claims that our cancellation notice not received timely; is assessing a \$445 termination fee. Reference made to contract, though Andrea is not in possession of any signed contract from ADT. Andrea needs to escalate the issue with ADT. There should be no termination fee, nor any need to pay for three months of service when we had already cut over to a new security service. We have not utilized ADT since July 1, 2010.

Through a community service requirement, we were able to have all windows cleaned inside and out, and the upstairs area broom swept.

No news on the phantom computer available through NHES.

Calendar sales have gone well. Second printing was required. Net income so far: ~\$180.

Librarian's Report:

Other business:

Lori Wamser will provide bookkeeping services for the Library beginning in January.

Consider developing a policy regarding personnel performance reviews. Establish a timeframe during which all reviews are due (e.g., June). Establish a timeframe during which any salary increases would be implemented. This would avoid any retroactive increases, which would simplify bookkeeping and payroll transactions.

Discussion about recruiting for replacement trustees. What skills should be targeted?

Gregory has been thinking about our need for an advertising "sandwich" board. Has some ideas for construction; needs to take weather proofing into consideration.

We have a possible fix for the book drop box that may carry it through another year or so.

Non-public session 8:12 – 8:20.

Andrea to get the cost for providing catered refreshments for the Open House on January 15.

Andrea to provide data re: usage and accomplishments for Tiffany and Lori to present at the 12/30 Selectmen's meeting.

The cost of replacement lighting for the entire library space is \$400-500.

Committees:

Fundraising:

Building and Grounds:

Personnel:

Public Relations:

Policy: Pat spoke to the Dunbarton Town Administrator to see if we could capitalize on their Sexual Harassment policy. It seems that the Town's policy and ours are very similar. The Administrator will seek input from LGC (Local Government Center). Hoping to get a check list of what actions to take if an incident is reported. Administrator will email Pat with her findings. In the meantime, we will forge ahead with other policy revisions.

Non-public session from 8:12 to 8:20.

Meeting adjourned at 8:30.