

Sanbornton Public Library
Board of Trustees Minutes
December 18, 2018

Present: David Adams, Jim Dick, Marcia Haigh, Paula Grassie, Grita Olmstead,
Guests: Donna Schimming and Chris Hobby (alternates)

David called the meeting to order at 6:00 pm.

Secretary's Report

Motion to accept November 20, 2018 report: D Adams/G Olmstead, passed.

Treasurer's Report

Balance sheet read by Grita, discussion on the town's disbursements due to the delay in tax bills.

Motion to accept the Treasurer's Report: P Grassie/J Dick, passed.

Discussion on accepting COLA for employees and placing the Director on Grade 15, to keep in-line with other departments in town. Jim Dick suggested that the narrative for the budget increases be clarified and the board will attend the select board meetings to support their requests.

Motion to submit the revised budget of \$149,823: J Dick/D Adams, passed.

Building Report

Marcia reported the furnace was cleaned by Robert's Boiler Service. The library appreciates his timely service. He suggested an energy audit to address the issues of condensation and that is not something he provides.

Director's Report

Fund raising for the Burleigh painting is complete. It will be picked up in the Spring of 2019. Many thanks for all the generous donations and matching funds.

Copies of the Personnel Policy have been made available to employees and Marcia created a signature form for that. This also includes a signature page for staff to choose between lunch or breaks, and acceptance of a biweekly paycheck.

The Trustees Holiday Open House was very successful. Over 60 people attended the book talk and over 30 children and adults created crafts and sculptures. The snack table was popular as well!

Old Business

CIP meeting will be held in the library on January 7th.

New Business

Marcia asked to have unused vacation time rolled over. Motion was made to allow her vacation time to be rolled over: J Dick/G Olmstead, passed.

Yoga has requested new hours (3:45-4:45) on Tuesday. Friday times stay the same.

After discussion on holiday hours, a motion was made to pay the part-time staff 4 hours for the Christmas and New Years Day holiday: J Dick/D Adams, passed.

Other Business

D Schimming spoke about her volunteer work with the Library Trustees Association, which lead to her getting certified for crowd control and helping to plan their May conference. They are looking for topics that we may be interested in.

Adjourned at 7:25 p.m.