

Sanbornton Public Library  
Board of Trustees

Jan. 21, 2020

Trustee Minutes

In attendance Carol, David, Ana, Donna, Marcia, Chris

Called to Meeting at 6:00

Minutes from November 19, 2019 were accepted (December meeting cancelled).

Grita gave Treasury Report (attached). Money from the Town disbursed to the Library given as appropriated. Motion to accept.

Building Report: Dave will patch & paint corners where previous motion detectors were placed. New security alarm signaled several false alarms; fire alarms are working well. Used elements from old alarm system were used to fix the issue.

New security system is not currently on the second floor or in the director's office as it had been with the previous alarm company. A discussion was held on the viability of acquiring motion sensors to offer security in these areas. Marcia will contact Capital Alarm company to add motion detectors. Sensitive documents are kept in the office and it is a ground floor office.

It was proposed to have a regularly scheduled check of fire extinguisher and emergency lighting at the same time; to alleviate the need of Marcia or the staff having to remember to do this. It was agreed that this was more efficient.

Marcia stated that the furnaces' annual inspection and cleaning were done; some extra filters were left for future use.

Water has leaked into the crawl space from sump pump. Marcia investigated this and the area is now dry.

CIP request: one estimate on shingling project lower than CIP request.

Directors report: annual report submitted to town. Table the numbers report until the next meeting; which is before the town meeting.

Upcoming Programs: Magician will perform 2/27/20 @ 6:00. A donation of \$575 was accepted for Magician's payment. We will further discuss at February meeting.

Take Your Child to the Library Day 2/1/20 @ 10-1:00. We are accepting donations of baked goods. The next Social Hour is 2/4/20: the speaker will be answering Medicare questions. The Trustees will have a Bake Sale at Primary Voting on 2/11/20.

Old Business: 2021 recommended for approval by Budget Committee and Select Board  
The Budget Committee will hold a Public Hearing on Tuesday 2/4/20 at 7:00pm.

Logo project: discussion as to cost of tote bags, color and design. On hold 'till next meeting.

Policy update to include Probationary Period to amend to personnel files regarding a 6 month probationary period. Tabled until NH legislative prob.

Need to update Appendix J of pay grade/steps. Marcia updated for budget of July 2020. Review for updating the application form for library hiring was discussed.

Sign repainting: donations from Bake Sale on Primary Voting Day go to sign repair.

Terms for two 3-year Trustee positions coming up for voting. Applications should be entered at the Town Office.

Library page resignation effective Jan. 28. Marcia will fill the position April or after.

Adjourned at 8:07