

**Sanbornton Public Library**

**Board of Trustees Minutes**

September 18, 2018

Present: David Adams, Paula Grassie, Grita Olmstead, Carol Raymond; Marcia Haigh

Alternates: Chris Hobby

Meeting called to order at 7 p.m.

Secretary's Report accepted as written, motion to accept GO/CR

Treasury Report: Grita reported assets totaled \$85,553.35, total liabilities and equity \$85,553.35. Motion to accept CR/DA.

Building and Grounds: The selectmen and church are updating the well and infiltration system. They are revisiting the well, septic, and parking agreement for the three buildings. Marcia will gather information as it becomes available.

Director's report

- A. The annual audit was completed. Auditors were pleased with accounting methods.
- B. The budget request was reviewed for 2019/2020. Finding a bookkeeper who knows QuickBooks to assist with accounting a few times a year was discussed.
- C. Marcia requested three additional weekly hours for the library page to support summer programs, school programs, and coverage. Motion by CR/DA to add the request to the budget unanimously passed.
- D. Consideration for two additional hours weekly for the part-time Library Assistant, increasing the hours from 10 to 12, unanimously passed after motion by CR/DA.
- E. The BelAirs Doo-wop event sponsored by the Salatiello Family Trust will be October 19 at the Old Town Hall. Decision to have food available for purchase by donations after further research. Paula will work with Marcia to further organize the event.

Old business

- A. Carol will email board members the updated Policy and Procedure Manual, requesting trustees look at the personnel policy updates. The board will discuss updates at the October meeting.
- B. Alarm monitoring update: the rest of the add-ons may be in the Capital Improvement Program.
- C. Focus on raising funds for the Burleigh painting restoration will be from food sales at the Doo-wop event and voting day in November. A search for a funding match will be made, and grant possibilities will be researched. Press releases on the restoration will be sent to local papers and posted on local social media sites.

New Business: Motion by DA/GO to move the board meeting start time from 7 p.m. to 6 p.m. beginning in October unanimously passed. Meetings will continue to be on the 3<sup>rd</sup> Tuesday of most months.

Meeting adjourned at 8:45 p.m.