

**Sanbornton Public Library Board of Trustees**  
***Meeting Minutes of November 15, 2016***

**PRESENT:** Marcia Haigh, Kris Rathjen, Carol Raymond, David Adams, Carol Dexter

**ALTERNATES:** Marj Bray, Audry Barriault, Grita Olmstead

**EXCUSED:** Marla Davis

**Call to Order:** Meeting called to order at 7:07 p.m.

**Secretary's Report:**

No Report.

**Motion David/Carol R:** To accept the Minutes from September 27, 2016.

**Motion Passed**

**New Business:**

**Building Report:**

Furnace valve was replaced and everything is in good shape. The repair person did not think that holding off on cleaning for a year would do any harm to the system.

**Director's Report:**

Christmas Baskets that were put together with the help of Kris, Marj and Grita look great three baskets that raffle tickets are currently being sold for.

Discussion on the use of the Library by the Recreation Department for Yoga once a week. Group needs to follow the guide lines set forth by the Trustees, must leave the room as they found it, and cap o the number of attendees to 12 so that they can all be in the room and not spilling out into the hallway.

**Motion: Kris/Carol D.** to allow the Recreation Dept. to use the Library during the winter months for Yoga, when the Library is open.

**Motion passed**

**Old Business:**

Job Descriptions have been updated for the Technical Services Librarian and the Library Assistant; they now reflect how tech savvy our staff has to be. Marcia is to take a look at her job description and update as necessary.

**Motion David/Kris** to accept the job descriptions as presented.

**Motion passed**

Discussion on pay matrix for the town and how the Library fits in to the new matrix. The town has opted not to have the Library as part of the salary survey. Marcia presented a salary survey down for a larger Library as well as information that she has gleaned from the town reports of towns that are of similar size to Sanbornton. It was felt that the town should include the Library

in their survey since the BOS ultimately hold the purse strings for the Library even though under the RSA's the Library is managed by the Trustees.

The trustees will contact the BOS to be heard at the next meeting on whether they will include the Library in the salary survey. It was felt that if this occurs that the Trustees would have more information which would be unbiased and give the Trustees an idea on how to proceed with the pay matrix as well as help with the decision on what to do with the Department of Labor's new regulation regarding salaried employees.

### **New Business**

Basket Raffle will be drawn at the Christmas Open House on December 10th.

Open House will have ginger house building, fill the stocking and it would be good for the Trustees to bake something for the open house, vegan items are always in need. It would also be nice if the Trustees could filter in and out during the day to meet the patrons.

The humanities catalog is available to look at; we could probably get a grant to hold one of the programs that are available in that catalog for sometime in February or March.

Marcia has requested vacation time in March.

Meeting adjourned 8:45 p.m.