

Sanbornton Public Library Board of Trustees
Meeting Minutes of April 18, 2017

PRESENT: Marcia Haigh, Kris Rathjen, Marj Bray, Audry Barriault, David Adams, Carol Raymond

ALTERNATES: Grita Olmstead

Call to Order: Meeting called to order at 7:00 p.m.

Carol Levesque met with the Trustees to donate a lap quilt that she has made with proceeds going to the summer reading program. Carol has volunteered to sell the quilt raffle tickets outside of various establishments and tickets will be available in the Library \$2.00 each or 3 for \$5.00. Drawing will take place during Old Home Days.

Motion Carol/Kris: to accept the donation from Carol

Motion Passed.

Election of Officers:

Chair:	David Adams
Vice Chair:	Carol Raymond
Secretary:	Kris Rathjen
Treasurer:	Marj Bray

Motion Audry/Carol: To accept the slate of officers as proposed.

Motion Passed.

Motion: David/Carol: To submit Grita and Bill's names to the selectmen to act as alternates to the Library Trustees.

Motion Passed. David to submit names.

Secretary's Report:

No Report.

Motion: Kris/Marj: To accept the Minutes from March 21, 2017

Motion Passed

Treasurer's Report:

We are on track for the year.

Motion Kris/Carol: To accept the Treasurer's Report

Motion Passed

Discussion on Marj's duties as the new Treasurer, she will meet with Marcia before the next meeting.

Discussion on staffing requirements in the next few weeks, staff members are scheduled for vacation, Jury Duty and some needed sick time. Christian will be available to fill in for these scheduled vacancies.

Motion: Marj/David: to move \$1,600 from the other staff positions lines into the Page position to cover the above mentioned staff vacancies.

Motion Passed.

Laconia Emblem Club has donated \$50.00 to the Library. The monies will be used for the Summer Reading Program.

Building Report:

Annual Elevator Inspection was completed on April 11th. Load test is next year and the estimate for the 2 year contract will be \$671.50 due in 2018.

David and Marcia are currently working on a Building Maintenance Notebook. Notebook outlines where things are located in the Library such as the alarm panels, what to do when there is no water etc. and who to contact to repair things such as electric and heating.

Discussion on 10 year plan for building maintenance needs for the Library that the town has requested. The Library is responsible for maintenance inside the building, town outside. The painting of the Library will have to be done in 7 years so that is what is going to be communicated to the town.

Director's Report:

Programs going well; the time lapse photography was a hit with the kids Jessie did a great job with this program.

Historical Society presentation had 39 people attend the Old Man in the Mountain presentation.

Tax forms were available for patrons; the IRS is not as friendly with distributing preprinted forms.

Space Disclosure Awareness Program by Carolyn Larocque will be May 18th 6-8 p.m. and is generating some interest.

History of the Chinook, NH State Dog with Bob Cottrell will be held June 1st and is sponsored by the Salatiello Family Trust.

Discussion on Summer Reading Program.

Old Business

Personnel Policy revisions is ongoing and hope to complete soon.

Discussion on Facebook posting policy and how to implement one and what should be covered.

Trustee Conference May 24th

David, Carol, Marj and Grita plan to attend. Marcia will attend if her schedule allows. All the Trustees will be carpooling to the conference at the Grappone Center. Trustees will coordinate the sessions they plan to attend and will report back to the Trustees at the June Meeting.

David plans to attend the following: #5 – Library services for older adults—a growing New Hampshire population #9 change management: Looking From The Outside In #14 Bottling the passion—making the ask.

New Business

Pay Study and implementing a Pay Matrix for the town. The Pay Study is a work in progress and Marcia highlighted three items that the consultants emphasized in their meeting.

1. Sanbornton's benefits package was comparable to other towns of our size.
2. Town Employees are not paid as well as other towns of our size
3. Pay rates for department heads were much lower at the top of the pay scale (i.e. department heads) than comparable towns.

It was discussed that although our benefits seem to be a great benefit, they are average and that Industry has brought up their packages significantly and it can no longer be said that town employees will stay in their position because they have good benefits. It was also stressed that as the job market tightens salaries are rising and it will be harder to retain employees.

It was left with the Selectmen and Town Administrator to come up with a philosophy on pay and to develop a pay matrix.

Trustees were asked to look at the pay ranges and have suggestions about the ranges they would like to see implemented for the Library.

Employees are being reviewed. Each Trustee was also asked to review Marcia and she will be reviewed at the next meeting.

The Conservation Commission met last month, not enough for a quorum; therefore, they were not able to vote on purchasing the Squam Lakes Science Center.

Motion: Kris/Audry If the Conservation Committee does not meet in May and does not fund the Science Center passes for the Season, Marcia is able to purchase the passes for our patrons use.

Motion Passed.

Meeting adjourned at 9:15 p.m. Next meeting is May 16th, 7:00 p.m. at the Library.