

George H. Stowell Library Trustee Meeting Agenda  
Monday, December 10, 2018  
6:00pm at the library

- 1) Call to Order – The meeting was called to order at 6:03pm at the library. Richard Scheuer, Kathi Patterson, and Brenda Freeland were present.
- 2) Citizen Comments – There were no citizens present. Kathi handed out copies of a proposed Public Comment Policy for review and adoption at the next meeting. If adopted, the policy will be added to the by-laws manual.
- 3) Approval of October 8, 2018, minutes - Kathi moved and Richard seconded that the minutes be approved with the proposed corrections. The minutes were approved as corrected.
- 4) Treasurer’s Report - Kathi handed out a spreadsheet detailing the deposits and expenses to-date for 2018. The balance at the end of December will be around \$346.00
- 5) Librarian’s Report - Brenda stated that:
  - a. She has been working on her report for the Town Report and compiling the statistics,
  - b. Sandy Guest continues to bring in outstanding children’s books to add to the collection in addition to her work putting new protective covers on books that need them,
  - c. She has put a request for volunteers in ConnectCornish to help with the Friday and Saturday slots that are vacant,
  - d. The new computer is working great,
  - e. The printer that Richard donated has color printing, scanning, and wireless capabilities,
  - f. The donation request tree is a success,
  - g. She is working on the last book order for 2018.
- 6) Old Business
  - a. Kathi reported that the ridge cap has been repaired, but the chimney cap has not. It was too cold for the chimney repairs, but there is a call in to Gallagher Tree in the hopes that they can use their bucket truck to lift the cap off before the snow gets too deep.
  - b. Kathi passed out the spreadsheet of library budget info from similar-size towns. We agreed to digest the info for a “dream budget” and will further compare the data using the following criteria for comparison: size, hours, and collection use.
  - c. Draft proposals for trustees’ and librarian’s roles policies from the N. H. Library Trustee Manual were handed out for review and future adoption.

7) New Business

- a. Preliminary discussion of 2019 budget – Kathi handed out a preliminary 2018 Expenses Report. Discussion followed on:
  - i. Should we increase the hours so as to accommodate the forum requests, and, if so, on what day, what time of day, and how many hours? We decided to add 2 more hours (from 10am-12noon) on the first Wednesday of each month.
  - ii. Should we hire an aide/aides to staff the circulation desk so as to be more in line with State of N. H. RSAs? We decided to hire an aide at \$9.50 per hour to cover a total of 8 hours on Monday, Friday, Saturday, and early Wednesday hours – a total of 8 hours. This will be implemented in April if the requested appropriation is passed at Town Meeting.
  - iii. Should we add a Technology line to the Expenses Report to cover expenses for the purchase of a public computer and automation software? We decided to add the Technology line and research the costs of automating the collection and the cost of a Chromebook for public use.
  - iv. We decided to keep the librarian's hours at 11 per week with a salary raise of equal to the COLA of 2.8%.
  - v. We will continue our discussion at our next meeting when we will also adjust for electricity and fuel costs to accommodate the increased hours and costs to run the humidifier.
- b. Brenda will work on developing a plan for publicizing the need for an accessible entrance and bathroom facility
- c. We will continue work on the two-part warrant article for presentation at the March, 2019 town meeting – to raise and appropriate funds for an architectural study with an amount and to raise the Capital Reserve appropriation from \$2,000 to \$10,000 in anticipation of future construction costs – at our next meeting.

8) Other Business – We decided to table our discussion of the Projected Revenues RSAs handout and the Alternates to the Board and Term Limitations RSAs handout until our next meeting.

9) Our next meeting will be on Monday, January 14, 2019, at 6:00pm at the library.

10) Adjournment – The meeting was adjourned at 7:23pm

Respectfully submitted,  
Kathi Patterson, Acting Secretary