

George H. Stowell Library Trustee Meeting
Monday, January 06, 2020
6:00pm at 133 Jackson Road

- 1) Call to Order – The meeting was called to order at 6:19pm. Richard Scheuer, Kathi Patterson and Brenda Freeland were present.
- 2) Citizen Comments – There were no citizens present.
- 3) Approval of October 9, 2019, minutes – Richard made the motion, seconded by Kathi, to accept the minutes as posted. Vote was in favor.
- 4) Treasurer’s Report – Kathi reported that our end-of-the-year balance was \$489.82. She handed out the expenses report that detailed what monies were spent on each area noting that the overages in the Oil/Wood account were due to the replacement cost of the furnace combustion chamber and in the Building Maintenance account were due to the cost of the repair of the bricks holding the chimney cap.
- 5) Librarian’s Report – Brenda reported that:
 - a. Halloween was successful with over 140 visitors and a lot of candy donated.
 - b. She will forward the state library emails regarding the Annual Library Report to Kathi in anticipation of our completing our statistics report.
 - c. Is updating her 2018 statistics and librarian’s report for the *Town Report*.
 - d. Sandi Guest has donated 114 books and continues to volunteer her time cataloging them.
 - e. Trish is working out great.
 - f. She had applied for a grant from the James Tasker Covered Bridge Fund to be used toward the purchase of the equipment needed for automating the library and has received a check for \$1,600.
 - g. There is an issue with the telephone restrictions on long distance calling. She can’t call patrons whose cell phone numbers have a non-New Hampshire area code.
 - i. Kathi will contact Consolidated Communications to have the restriction on long distance dial-out removed.
 - h. The library thermostat needs to be reprogrammed to bring the building up to temperature by the time library hours begin.
 - i. Richard suggested adjusting the thermostat to 60 degrees when the library is closed and to 68 degrees about 45 minutes before the library opens. Everyone agreed that this might solve the problem.
 - ii. Kathi will revise the thermostat settings instructions and email to Richard and Brenda.

6) Old Business

- a. Handicap Access update
 - i. Our neighbor, Tony Newton, has agreed to sell land for our septic system so we can move forward with building the handicap access project
 - ii. Richard will contact Everett Cass and ask him how much land we will need. Once we know how much land is needed, we will ask the selectmen to negotiate the purchase using our capital reserve funds.
- b. We decided to move forward with automation. Checks have been received from the sale of the chest of drawers (\$1,029.11) and the card catalog (\$350), the Tasker Fund Grant money (\$1,600), a donation from Ginny Gage (\$175), and the 2019 fund balance (\$2,517.07). When these are added to the encumbered 2019 tech money (\$363), we will have enough money (\$6,034.18) to move forward with purchasing the equipment and software needed to automate the library collection.
 - i. Brenda will review her list of costs, and, if the above total is not enough money, we will have to write a warrant article for the balance needed from our capital reserve account.

7) New Business

- a. The estimated 2020 budget was reviewed with adjustments made to cover expected expenditures. We will request \$20,683 for our 2020 operating expenses, \$2 less than our 2019 request.
- b. The draft proposal for Article 13 – Circulation Procedures - was handed out for review and adoption at our next meeting.

8) Other Business

- a. Brenda would like a library sign with the library's hours for the front of the building. Could this be a Boy Scout project? She will check with Leo Maslan.
- b. We need to research the shape, size, and builder for the proposed book-drop box on the porch of the town office building.
- c. The next meeting will be Wednesday, February 12, 2020, at 6:00pm

9) Adjournment – The meeting was adjourned at 8:20pm.

Respectfully submitted,
Kathi Patterson, Acting Secretary