



Board of Trustees Meeting Minutes
December 18, 2018

Monthly meeting called to order at 2:06pm. Not recorded due to no recording media available for the camera. In attendance: Trustees Natalie Gallo, Charlene Flaherty, Bob O'Brien; Alternate Trustees Charles Fernandes, Brian Vass (who arrived at 2:36pm); Director Rosemary Krol; Minutes Kate Thomas.

Visitor comments and questions- none.

1. Approve minutes from November 20, 2018 meeting: Motion to approve by Charlene, seconded by Bob. Unanimously approved.
2. Approve minutes from the December 4, 2018 meeting: Motion to approve by Bob, seconded by Charlene. Unanimously approved.
3. Natalie thanked all the board members and alternates for their commitment and service to the library.
4. Director's Report
 - a. Stats- Natalie noted the increases in most usage of all the items the library offers, including the number of people who visited the library.
5. Treasurer's Report
 - a. Budget Report- Everything is where it should be for this point in the year. Bob mentioned that the library is an open book and library is happy to provide any information about the running of the library to the public. Community is invited to contact us with any questions.
 - b. On the profit sheets, there is a little concern over our investment performances. These are private donations that we are maintaining for the benefit of the library and they help alleviate taxpayer burden of the library for the town. Bob made a motion that we reassess our position with the year ending value of our private investment so we may determine whether to take any funds from either account. Charlene seconded. For discussion, Charles suggested that perhaps we examine more aggressive funds. Unanimously approved.

- c. 2019 budget hearing- Rosemary and Bob changed a few things based on suggestions from the budget committee. We removed the server purchase from the library's budget, based on recommendations and will find that money in another place. Rosemary presented 2 employee job description budget scenarios for consideration to the trustees. Natalie read into record the letter that the trustees are sending to the selectmen. See attached letter. Trustees are signing this letter with the director and will send it to the Board of Selectmen. Also included is the letter for the Hampstead's Town Counsel indicating that the Library's Board of Trustees are allowed to make changes to the library job descriptions. See also attached letter for specifics. Regarding the Trustees suggested job descriptions updates and their resulting grade changes, the trustees will be presenting the budget that includes the new pay grades, a COLA increase, an additional pay period following the 2019 calendar, and the removal of the server's costs from the budget.

6. Old Business

- a. New Year's Eve closing at 1PM
- b. Meals and Rest Break Policy signed by the trustees.
- c. Project Update
 - i. Workroom renovations: cabinets have arrived. Bob is installing them and creating new counters.

7. New Business

- a. Outside of the building: Rosemary will be creating a list of all the exterior building maintenance and repair projects that will be addressed in the new year.

8. Donations by groups or individuals. Motion by Charlene to accept all donations as listed below. Bob seconded. Unanimously approved.

- a. Acceptance of donations in memory
- b. Money in donation jar: \$18.25
- c. Books, audios & videos from various individuals
- d. Donations by groups or individuals:

9. Correspondence –none.

Meeting adjourned: Motion to adjourn at 3:24pm by Natalie. Charlene seconded.
Unanimously approved.

Next meeting: Tuesday, January 15, 2019 2 PM