

HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
August 16th, 2018
Minutes

Present: Laura Oram, Peggy Kelly, Christine Eggleston, Amy Scanlin, Darsi Reardon

Absent: Sharon Dyckes, Richard Probert, Stephanie Elliott

Staff: Katie Riordan, Jen Van Ness

Guest: Barb Kirk, John Ladue

- I. Christine Eggleston called the meeting to order at 5:05 pm.
- II. Motion by Amy Scanlin to approve the July meeting minutes as presented seconded by Darsi Reardon, unanimously passed and carried.
- III. Christine called for any correspondence over the past month. Katie is working on a letter to the town for funding.
- IV. Treasurers Report – There was a Quickbook Failure due to the computer not working. Amy will reenter the information that we have lost with this computer failure. The board will look at the Quickbooks report next month. Laura made a motion to authorize a reimbursement to Theresa Male for the external hard drive, and to give Katie approval to purchase a 2nd external hard drive. Katie can spend up to 50 dollars. Seconded by Darsi Reardon, Unanimously passed and carried. Amy Scanlin presents the bills that need to be paid. Peggy Kelly made a motion to approve the authorization to pay the bills, seconded by Darsi Reardon, unanimously passed and carried.
- V. Manager's Report – Katie is working with Angela at NCLS to develop a procedure for better filing. Katie has talked to Jerry at NCLS about switching over our wifi to have individuals sign in using their library card. Katie will have the circulation policy sent out before the next meeting. The elevator and furnace need to be serviced. Statistics have gone down, but will try hard to push for circulation and visits in September.

A family program is being schedule for Veterans Day. Jen will be leading a few craft sessions in the coming months. The interest meeting for the cookbook book club is in early September. The Great Decisions class is filling up. It has also had some controversy on social media. Katie will be having a conversation with Paul Trudeau, just to make sure we are safe.

VI. New Business

- A. Harassment Training and Policy Development- Christine states that NCLS sent an email saying we need a policy for harassment training. A policy needs to be established by October. The board will pick a date to do the harassment training and to set up the policy.
- B. Town Funding- The board discussed asking for 5,000 dollars funding for the Library from the town and having it at a constant, instead of it going down on a year to year bases. John Ladue said that he would be comfortable with asking the town for the 5,000 dollars and an ongoing commitment to that number. The budget session for the town start in the fall and it will be finalized around November. John Ladue recommended having a page with bullet pointed information to present to the town.
- C. Pressure Wash Building – Katie will get bids for pressure washing the building and cleaning out the gutters. She will send out the bids via email to the board.

HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
August 16th, 2018
Minutes

- D. Service Contract for Printer – Katie got a bid with Usherwood to service our Printer. It would cost 100 dollars a month. Currently, the library is paying 800 dollars twice a year for the ink we purchase. With the service contract we would get more services to fix the printer and get ink as well. Katie will look into getting a comparison and send the bid via email to the board.
- E. Library Associate Annual Review – Katie states that it is time for the annual review of the Library Associate. She needs a board member to sit in and help with it. Darsi Reardon agrees to assist.
- F. Scheduling Conflict – Christine brings it to the board’s attention that with Jen’s new school schedule the board meeting time would need to be changed if she were to continue being the secretary. Laura Oram made a motion to modify the time for the board meeting to begin at 5:40 on every third Thursday, seconded by Peggy Kelly, unanimously passed and carried.

VII. Old Business

- A. Committee Assignments – Christine will send out the assignment of committees to the board members via email.
- B. Association News and Membership Reports – Katie stated that data entry is slightly behind because of the computer not working. The updated numbers will be presented during the September Meeting. Barb tells the September reminder letters will be sent out.
- C. Workstation Update – Katie discuss how we should rethink how we want to have the workstation function. This discussion is tabled for now.
- D. Financial Fitness – Christine states this was touched upon during the Treasurers report.

VIII. Governance

- A. Setting a date for board and harassment training: The board scheduled this for Monday, September 24th at 4:30 pm.

- IX. The next HML Board meeting will August 20th, at 5:30 pm.