

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 19, 2014, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Sandra Carr*, John Filson*, Angela Johnson, Bruce Kennedy, Cheryl Littlefield, Tom Reinfuss, Mary Cronin, Library Director, Susan Lee, Friends of the Library

*Members who were out of state and unable to be physically present participated by WebEx.

ABSENT: Susan Bailey, Ron Force, Mary O'Neil

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 3:34 PM.

APPROVAL OF MINUTES: Trustees Meeting, January 15, 2014: There were two corrections in the Treasurer's Report. Motion by John Filson to approve the amended minutes, seconded by Cheryl Littlefield. The motion passed unanimously and the amended minutes of 1-15-14 were approved and accepted.

REPORT OF THE TREASURER: In the board packet. Treasurer Angela Johnson said the bank account is down \$514.94. The Wells Fargo account is down \$820.70. She said we have the death certificate for Bob Risch and it has to be filed with the Jackson Annuity so we can get the funds, which total \$6,918.14. She said we should think about having an investment committee to determine what should be done with these funds. She said on the budget drawdown we have spent \$9,924.26, but we don't know where we're at in accordance with the budget yet because it hasn't been approved by the town meeting. Peter Stevens asked for the year-end figure and Mary Cronin said she will pull the report to find out what it was. She said there might be just a couple of outstanding bills such as phone and electric. Angela said the ILS (Integrated Library Systems) software and salaries are the biggest expenditures.

Motion by Bruce Kennedy to accept the Treasurer's Report, seconded by Tom Reinfuss. The motion passed unanimously and the report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: In the board packet. Library Director Mary Cronin summarized her written report: new tech programs are being planned as well as summer reading programs; the project of relabeling books is ongoing; the first storeroom has been cleaned out and set up and ready to go for the Friends book sale. Mary reported that the town has accepted a bid for a cleaning firm to begin cleaning the building weekly sometime around April. She said some things will be moved upstairs once the labeling is done and we will have a chance to clean the shelves. Mary said the annual meeting for the NNHLC (Northern New Hampshire Library Co-op) will be April 7 at 10:00 AM here in the Chick Room in which bylaws and policies will be discussed and adopted. Mary said she will be presenting at the New Hampshire Library Association Conference in Whitefield in April. In regard to grants, Mary said she can't apply for the Ham Foundation grant till July and she is looking into the Hunt Foundation in Manchester and the Goldberg Foundation in Portland. She said she signed up for VolunteerMatch.org so she could list library volunteer opportunities online. Cheryl Littlefield asked if Trustees could be volunteers, and the question was raised as to whether this would be a conflict of interest. Mary said she went to a presentation by the USDA on community facilities grants, and she said there is money available but there are stringent requirements and federal grants are time-intensive. A question was raised about homepage visits and Mary said she will track this through the year.

GALLERY: Mary Cronin said the art teacher at school is collecting artwork for March. The library will be hosting Candidates Night in the Chick Room on March 4 @ 7:00 PM.

FRIENDS OF THE LIBRARY: Susan Lee said Fay Melendy has spoken with Moderator George Epstein and the Friends will be selling food at the town meeting; Mary said we'll have a signup sheet upstairs if you're going to bring something. Susan said there is a website that includes a donation button for the barn tour scheduled for July 11-12: www.madisonbarns.wordpress.com.

OLD BUSINESS:

Planning for Strategic Plan: Terms of Reference and Schedule; list potential committee members.

John Filson explained that the Terms of Reference which were in the board packet were drawn up to give strategic planning some structure and guidance. He went through each of the paragraphs with the board, including the formation of the Strategic Planning Committee (SPC) under the guidance of the Trustees; the operation of the Committee on a consensual basis with support of the SPC by the library staff and designated members of the Trustees; a working budget of \$350 established by the Trustees; a schedule of activities; and closure of the Committee upon completion of the final document. Mary Cronin suggested it would be helpful if the Committee met before the Trustees meeting, leaving the Trustees to be decision makers or tie breakers if necessary.

Discussion followed regarding membership of the Committee and coming up with a list of candidates who have agreed to serve if appointed, and who should contact the potential candidates. Sandra Carr said she will provide some names. She then had to leave the meeting.

Cheryl Littlefield asked how many members we are looking for. Peter Stevens said we haven't specified that; it depends on the response and the diversity of that response, whether educational, civic, business or something else. It was decided that John Filson, Peter Stevens, and Mary would should get together in the next week or so to decide who is going to contact whom. Mary requested that a list of potential candidates should indicate why each person might be a good candidate.

There was a discussion of how a questionnaire would be distributed to the public, including the possibility of sending something out with the tax bill in May or early June. John Filson suggested showing the schedule to the planning committee letting them know this is what we're working on. Angela Johnson asked if the Committee would develop the questionnaire, and Mary said they should have some input. She said if the Committee is set up in early April they will have time for input before the questionnaires go out. John Filson said it would be good if we could find someone who has experience developing questionnaires. John Filson suggested that he and Mary Cronin could get an outline of a questionnaire put together before the next Trustees meeting, and he said at that time we would like to have a list of potential planning committee members.

NEW BUSINESS:

Preparation for Town Meeting: March 15. Peter Stevens reported that the vote with regard to our warrant articles was: selectmen, 1 in favor and 2 opposed; budget committee, 0 in favor, 5 opposed, and 2 abstentions. He noted that that is a pretty strong message. He said the concerns at the public hearing were in regard to possible repairs we have to make to the building, following repairs that were done last spring. He said the consensus seemed to be that a thorough inspection of the building for possible damage should be done before a decision is made. He said the other big issue was housekeeping, which was their perception of the problem with lack of storage which has led to materials on the counters and floor, and that we should straighten out those functions and review our request in more detail. He said the answer was it really is because of the lack of space. He said comments were made that we have a long-standing problem that we can live with; that exterior renovations are more important than interior; and that the main desk is little more than a checkout register. He said those are the thoughts out there. He said we are proceeding with the grants and will see what the inspection reveals and at the town meeting we will promote the needs of the library. Bruce Kennedy said it is incumbent upon us to get up and support the warrant. It was decided that Peter Stevens and Tom Reinfuss will speak at the meeting.

Northern NH Library Cooperative Annual Meeting – date: April 7, 10:00 AM and delegates: Mary Cronin said it was important to have Trustee representation at the meeting. She said we have the coop agreement and we are working on a set of bylaws and policies and a draft will be circulated to all Trustees ahead of time. Peter Stevens and Cheryl Littlefield said they would be there.

Flat File Purchase: Mary Cronin said the library needs a map file with 5 drawers for plans that need to be in a flat drawer. She said the cost should be about \$600 and she will price them out.

OTHER BUSINESS: Mary said we have talked about having an investment committee and we need to have a discussion about our \$15 non-resident fee, which at some time it might be part of the coop

agreement. Angela Johnson said members of the coop should all be on the same fee scale. Mary said it should be put on agenda for that meeting.

ADJOURN: Motion to adjourn by John Filson, seconded by Tom Reinfuss. The motion passed unanimously and the meeting adjourned at 5:15 PM. Next meeting: March 19, 2014

Town of Madison, Board of Library Trustees Meeting for February 19, 2014.

Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on February 20, 2014.