

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, JANUARY 16, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Susan Bailey, Ron Force, Angela Johnson, Tom Reinfuss, Mary Russell, Mary Cronin, Library Director.

ABSENT: Sandra Carr, Melissa LaRoche, Mary Anne Sosnoff, Carol Batchelder, Friends of the Library

CALL TO ORDER: The meeting was called to order by Chairperson Peter Stevens at 3:30 PM.

APPROVAL OF MINUTES: December 19, 2012: Angela Johnson pointed out a misstatement in regard to the Wells Fargo account. With this correction, Ron Force moved to approve the minutes, seconded by Angela Johnson. The motion passed unanimously.

REPORT OF THE TREASURER: Treasurer Angela Johnson included the Statement of Financial Position as of December 31, 2012 with the board packet. She said the Wells Fargo account was changed over. There is \$1,851.99 in the bank. Market fluctuation is down. Angela said we've been spending out of the bank account, down \$500 since November, but we're up for the year because of the stock account. Angela said on the budget drawdown we are at 99.16%, with one more bill to pay, the phone bill, which is usually around \$60. Motion by Mary Russell to approve the Treasurer's Report, seconded by Susan Bailey. Angela said Northway Bank needs a letter from us to change the annuitant, with a copy of the minutes. The board agreed that Angela should be the annuitant.

LIBRARY DIRECTOR'S REPORT: Library Director Mary Cronin said the Friends of the Library have provided a check for \$2,200 for the first part of switching the ILS to Koha. She said these are funds which should accompany the contract when we send it to Bywater. Mary said she was able to get a better price for Britannica Online which will save about \$150. Mary said she would like to have an alarm on the door of the sunspace area which is under repair. She said the alarms for the other entrance doors were put in about seven years ago. Peter Stevens suggested getting a price for an alarm and Mary said she will do that. She said we also need shades for the windows and she will get options on those as well.

GALLERY: Mary said there is currently no artwork because of the proposed project of painting the walls. She said Melissa LaRoche gave her a catalog with a gallery hanging system used at the Conway Library which works well and would be something to consider before painting. She said she didn't have any numbers yet. Peter suggested talking to John Neal about moving the rails on the wall.

FRIENDS OF THE LIBRARY: Mary said there is a program scheduled for January 31 on Winter Birds to be presented by Susan Lee. The snow date is the following week.

OLD BUSINESS:

FULL BUDGET 2013 – The board reviewed the final draft of the budget for the Annual Town Report. Mary said worker's comp and FICA is not included in the library budget and she has not been able to get insurance costs. She said this budget is better than in previous years in showing what it costs to run the library, but there is still room for improvement. Mary said the Budget Hearing on February 5 is important and it would be good if a board member would go.

ILS SWITCH TO KOHA: Two items for approval and signing:

1. Northern NH Library Cooperative Agreement: Mary said Jackson and Tamworth have already signed. Motion by Tom Reinfuss for Peter Stevens and Mary Cronin to sign the Northern NH Library Cooperative Agreement, seconded by Angela Johnson. The motion passed unanimously.
2. Contract with Bywater: Motion by Angela Johnson to sign the Bywater Contract, seconded by Tom Reinfuss. The motion passed unanimously.

The board discussed sending a cover letter to the Town Clerk's office regarding the above-noted Agreement and Contract to alert the town that the board is involved in contracts and to see if they need review by the Town Counsel. Motion by Angela Johnson to have Chair Peter Stevens sign such a cover letter, seconded by Mary Russell. The motion passed unanimously. The cover letter and copies of the signed Agreement and Contract will be sent to the Town Clerk's office along with the draft minutes.

REPAIR STREET SIDE SUNSPACE ALCOVE – Mary said the repairs are almost done.

ONLINE BANKING: Angela Johnson said she has not been able to get to this yet; hopefully it will be done by the next meeting.

NEW BUSINESS:

LIBRARY REPORT FOR ANNUAL TOWN REPORT – The board reviewed the draft Library Report, which is due along with an updated budget sheet by the end of January. The board thought the Report was excellent. Mary said the school requested information about adult technology training, which will be included in the submission to the Annual Report.

POLITICAL ACTIVITIES POLICY – Mary included in the board packet an example of a political activities policy, regarding petitions for warrant articles, from the Ashland Town Library. The board discussed having such a policy at the Madison Library and it was decided that it was not necessary at this time, but that it would be reviewed as necessary.

PAINTING CHICK ROOM: Already covered.

ELECTIONS OF TRUSTEES: Board members up for re-election are Angela Johnson, Melissa LaRoche, and Mary Russell. Sign-up dates for candidates are January 23 to February 1. The board discussed recruiting two new members.

ADJOURNMENT: Motion to adjourn by Tom Reinfuss, seconded by Mary Russell. The motion passed unanimously and the board adjourned at 4:45 PM.

Town of Madison, Board of Library Trustees Meeting for January 16, 2013

Respectfully submitted,

Patricia Ambrose, Recording Secretary
Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on January 17, 2013.