

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; John Filson (via Webex), Ron Force, Angela Johnson, Tom Reinfuss, Mary O'Neil, Mary Cronin, Library Director. Fay Melendy, Friends of the Library

ABSENT: Susan Bailey, Sandra Carr

ALSO ATTENDING: Cheryl Littlefield

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 3:37 PM with four board members present and one board member participating by Webex. Ron Force arrived later in the meeting due to a traffic situation.

APPROVAL OF MINUTES: Two corrections were noted in the October minutes. With these corrections, there was a motion by Angela Johnson to approve the amended minutes, seconded by Tom Reinfuss. The motion passed unanimously.

REPORT OF THE TREASURER: In the board packet. Treasurer Angela Johnson said we spent quite a bit on books in October and the checking account is down. She said Wells Fargo had no dividends but was up \$871.70 due to market fluctuation; no report has come in for October yet for the Jackson Annuity. Angela said on the drawdown we are at 84%, which is about on target. Motion by Tom Reinfuss to accept the Treasurer's Report, seconded by John Filson. 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 the written report given to the Trustees: Tech issues have been resolved regarding printing to the copier; volunteers and staff are working on the spine label replacement project; on Monday Mary met with Claes Thelemarck and Mike Lane to develop a plan for a Tech Club to meet at the library this coming spring. Mary said the program they are developing is about submarines and is run by the shipyard. As a reminder Mary said John Neal has pointed out some issues with the sill and flashing beyond the bay area and that it would be good to have a full evaluation of these areas. Tom Reinfuss suggested going to the selectmen to see if someone is responsible for town buildings. It was decided that Tom will send a note to the selectmen. Mary said a local veterinarian will give a talk on "Your Pet, Ticks and Lyme Disease" on Monday, November 18 at 4:00 PM. Next month there will be a Holiday Open House on Saturday, December 14. Karel Hayes, author of children's books, will be here from 10:00-12:00 to read from her book, "The Christmas Visitors." White Birch Books is providing copies of the book for sale and will donate 10% of the proceeds to the library. Mary said as a holiday fundraiser she would like to try putting paper ornaments on the tree listing items that the library needs. The board agreed with this. Angela Johnson asked if the December newsletter could have a reminder about Sponsor-A-Book.

GALLERY: Mary said the Mount Washington Valley Arts Association is listing the Madison Library as a place that will hang artwork, so we're on the list.

FRIENDS OF THE LIBRARY: Fay Melendy reported to the board that the visit to the Friends by Peter Stevens and John Filson to make a presentation on the planned renovation of the library workspace was very helpful and the Friends have voted to spend \$3,000 toward that project. The board thanked Fay and the Friends for their support. Fay also said there are now seven barns on the planned tour next summer. Mary Cronin suggested contacting the New Hampshire Preservation Alliance for more information on old barns.

OLD BUSINESS:

Space Planning/library improvements: Peter Stevens handed out photos of the space to be renovated and noted that we now have \$3,000 from library funds and \$3,000 from the Friends, which reduces the total cost to \$8,500.

Grant Application for Ham Foundation – funding requirements: Mary Cronin said \$8,500 will be on the warrant article till we know about the grant. She asked the board how much she should request from the Ham Foundation. It was noted that since the Ham Foundation donates matching funds, Mary should request \$6,000. Mary said she will also look into the Samuel P. Hunt Foundation as a resource.

NEW BUSINESS:

Trustees – expiring terms and candidates for 2014. Board members noted that a letter of appointment needs to be sent by Susan Bailey to the selectmen for Cheryl Littlefield's appointment to the board. Ron Force said he will not run. Mary O'Neil's term is up and she would like to stay on. Peter Stevens said he also could serve another term and if elected, would spend one more year as Trustee chair but not beyond that; he thinks turnover is a good idea. There will be 3 open positions. Cheryl Littlefield said she will run for one 3-year term. It was suggested that two alternates could be recruited and it was noted that alternates are appointed by the selectmen on the board's recommendation.

Budget Hearing November 19 – review: Board members agreed that the Budget Hearing went very well.

Planning for Strategic Plan: Mary said John Filson has developed a timeline and will bring it to the meeting in December. She said John can't find a strategic plan for the town of Madison and that she will check with the planning board. Mary said she felt that planning board members should be invited to be on the committee. Mary also gave a handout to the board with information on strategic planning resources.

Policy Review – Plan to do before year's end: On as a placeholder. Mary said the policies are on the website. Mary said last year she and board member Mary Russell met and went over all the policies so they should be pretty well set, but there are still a couple that need to be looked at. Angela Johnson said we need to look at Columbus Day as well. Angela said she will look at the policies with Mary to bring to the next meeting.

Staff Evaluations: Peter Stevens said last year we had a committee for this. It was agreed that the committee this year would consist of Peter, Tom Reinfuss, and Mary O'Neil. Mary Cronin will send out the forms or bring them to the next meeting.

ADJOURNMENT – Motion by Ron Force to adjourn, seconded by Tom Reinfuss. The meeting adjourned at 4:40 PM. Next meeting: December 18, 2013

Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on November 22, 2013
Town of Madison, Board of Library Trustees Meeting for November 20, 2013