

MADISON LIBRARY  
BOARD OF TRUSTEES MEETING  
APRIL 16, 2014, 7:00 PM  
CHICK ROOM, MADISON LIBRARY  
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; John Filson\*, Angela Johnson, Cheryl Littlefield, Mary O'Neil, Linda Smith, Fay Melendy, Friends of the Library, Mary Cronin, Library Director

\*Out of state and participating by WebEx

ABSENT: Susan Bailey, Sandra Carr, Bruce Kennedy, Tom Reinfuss

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 7:05 PM.

INTRODUCTIONS: Peter Stevens welcomed new board member Linda Smith and introduced the rest of the board.

ELECTIONS OF OFFICERS:

Board Chairperson: Motion by John Filson to nominate Peter Stevens as Board Chairperson, seconded by Angela Johnson. The motion passed unanimously.

Board Vice-Chairperson: Motion by John Filson to nominate Tom Reinfuss as Board Vice-Chairperson, seconded by Cheryl Littlefield. The motion passed unanimously.

Board Treasurer: Motion by Cheryl Littlefield to nominate Angela Johnson as Board Treasurer, seconded by Mary O'Neil. The motion passed unanimously.

Board Secretary: Motion by Cheryl Littlefield to nominate Susan Bailey as Board Secretary, seconded by Mary O'Neil. The motion passed unanimously.

Peter Stevens nominated Mary O'Neil to be appointed alternate board member. Motion to appoint Mary O'Neil as alternate board member by Cheryl Littlefield, seconded by Linda Smith. The motion passed unanimously. Board Secretary Susan Bailey will send the appropriate correspondence to the town hall.

APPROVAL OF MINUTES: Trustees Meeting, March 19, 2014: Motion by Angela Johnson to approve the minutes of March 19, seconded by John Filson. The motion passed 5-0 with one abstention.

REPORT OF THE TREASURER: In the board packet. Treasurer Angela Johnson summarized the written report: we received a check from the Jackson Annuity for \$7281.10 which went into the savings account; we received a report on the Wells Fargo dividend of \$39.00 from Johnson & Johnson; there was positive market fluctuation of \$411.60 resulting in total assets of \$15,294.55. Angela said at John Filson's suggestion she updated the financial position to show what we will pay out from the library and the Friends on the renovation project with a \$6,000 liability and \$3,000 coming in from the Friends. Library Director Mary Cronin asked if electronic materials could be made clearer on the Statement of Financial Income and Expense; she said under Computer Equipment and Expenses, part of the cost is for Britannica Online and part is for TumbleBooks. Angela said the drawdown on the Town budget is 31% and

we are almost halfway through books and 87% through electronic materials, which are mostly subscriptions, and we've used quite a bit on general maintenance and heat. Fay Melendy asked when the board would be expecting anything from the Friends. Peter Stevens said we haven't scheduled anything yet and we will give the Friends a couple months' notice. Motion by Mary O'Neil to accept the Treasurer's Report, seconded by Cheryl Littlefield. 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: she took part in four webinars which provided useful information for the strategic planning process; the tech plan is to purchase a Windows 8 computer with touchscreen this year; IndieFlix was added in March and has been well-received; the outside of the building has been washed but cleaning of the inside has not been done for a couple of weeks and looks as though it may be postponed for some time; we received a grant for a children's program to take place on July 16; the NH Library Association conference takes place next week and Mary is planning to attend on Wednesday. Mary said the builder came by today and will probably do a new drawing. She said it might be September before work is begun and by that time we should have heard from the Goldberg Foundation regarding a grant. She suggested getting a firmer estimate of the cost involved. Peter Stevens said we should be in touch with the builder every month and try to nail down a start date and estimated duration of the project. Mary said after we get the schedule from the builder we will contact the carpet people.

**GALLERY:** Artwork by Madison Elementary School students is up till the end of April.

**FRIENDS OF THE LIBRARY:** Fay Melendy said there is an upcoming program on April 22 at 7:00 PM on "Celia Thaxter's Island Garden." She said the Friends have decided to change the format of the book sale to take place every third Saturday of the month from 9:00 AM to noon, starting May 17. She said the Friends are continuing their preparations for the upcoming barn tour in July; the website has all kinds of information and the Friends are having a volunteers' meeting in June and are continuing to get the word out to the community.

#### **OLD BUSINESS:**

Planning for Strategic Plan – Committee members, first meeting date: John Filson said he is still trying to finalize the membership of the Planning Committee; so far the members are Mary Cronin, Nancy Devine, John Filson, Sloane Jarell, Mark Lucy, and Linda Smith. Fay Melendy said she would volunteer to be on the committee. Peter Stevens said it would be a good idea to have someone from the Planning Board and there was a discussion about contacting either Marcia Shackford or Melissa Arias.

Nonresident Fee: Peter Stevens said no decision was made about this at the Coop Meeting. The 3-month membership in Madison is \$15.00.

Interior Renovations: Discussed.

NHLTA Conference – May 19. Registrations and carpooling were discussed.

#### **NEW BUSINESS:**

Northern NH Library Coop Meeting Wrap-up: Policies and bylaws were discussed at the meeting.

Policy Review - Investment Policy: Meeting originally scheduled for April 23 at 7:00 PM, but may be changed to April 30 at 3:00 PM. Members are Angela Johnson, Cheryl Littlefield, Peter Stevens, and Tom Reinfuss, but all board members are invited. Mary O'Neil said she would be interested in attending and possibly Linda Smith. Peter Stevens will notify all board members of the date and time when they are finalized. Peter said policy will be reviewed at that meeting and followed up at the next board meeting.

Surety Bonding for Trustees: Tabled for this meeting.

Fundraising – Kayak Raffle: This was discussed at a previous board meeting. Mary Cronin said she will plan on getting the kayak sometime in May.

Other Business: The building inspection needs to be done. There was a discussion about having Bob Babine do the inspection.

ADJOURN: Next Meeting: May 21, 2014 @ 7:00 PM. Motion by Cheryl Littlefield to adjourn, seconded by Mary O'Neil. The motion passed unanimously and the meeting adjourned at 8:30 PM.

Town of Madison, Board of Library Trustees Meeting for April 15, 2014

Approved Minutes

Respectfully submitted,

Patricia Ambrose  
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on April 16, 2014.