

MADISON LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 19, 2014, 3:30 PM  
MADISON TOWN HALL MEETING ROOM  
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Sandra Carr, Angela Johnson, Bruce Kennedy, Cheryl Littlefield, Mary O'Neil, Tom Reinfuss, Linda Smith, Mary Cronin, Library Director  
ABSENT: Susan Bailey, John Filson, Fay Melendy, Friends of the Library

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 3:35 PM with 8 board members present.

APPROVAL OF MINUTES: Trustees minutes of 10-15-14: Motion by Cheryl Littlefield to approve the minutes, seconded by Linda Smith. There was one change in the list of absentees. The minutes as amended were approved 5-3 with 3 abstentions (those who were absent at the last meeting).

REPORT OF THE TREASURER: Treasurer Angela Johnson reviewed the Statement of Financial Position that was in the board packet:

- Vanguard had no report this month but Angela estimated it at about \$5,580, up a little from where we started. Wells Fargo increased by \$337.24 due to market fluctuation.
- Eighty shares of the Paychex stock were sold for \$3,057.29 after fees.
- Cash on hand is \$781.66. Total checking and savings will be down next month because Angela wrote a check to the town to pay the bill for the renovations.
- Angela provided a stock analysis in the board packet. There was a big move in health care recently and our three stocks are in health care.
- On the budget drawdown we're running about on track.

Mary Cronin noted that the staff lines will be spent in their entirety and the equipment repair line has been spent down due to the purchase of a computer.

Motion by Bruce Kennedy to accept the Treasurer's Report, seconded by Tom Reinfuss. The motion passed 8-0 and the report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: Library Director Mary Cronin summarized her written report in the board packet:

- The new computer is working great and Mary plans to add wireless cards to the other two public desktop systems. Northledge has been called to assess the situation with the cable wiring infrastructure and to give recommendations and an estimate for repair. In the meantime Mary is looking towards increasing wireless capacity.
- Mary has heard from the Pequawket Foundation that a grant has been approved for about \$1,600 enabling the library to purchase a large scanner and a 35mm slide/film scanner for the Local History Project.
- Bruce Kennedy picked up the metal shelving which will eventually be set up in the first storeroom, and he did some brush cutting as well.
- Renovations are going well. Mary is looking at plans for next summer.

- Madison Candidates night will be held in the Chick Room on March 3.
- Mary is thinking of not renewing Indieflix due to lack of interest.
- Heather Santiago, a student working on an archives degree, will draft a digital presentation policy for the Madison Library.

#### GALLERY:

**FRIENDS OF THE LIBRARY:** All programs have been set for next year and an E.E. Cummings event is being planned for July. The NH Humanities Council Program on George Washington's spy ring is scheduled for March 26, 2015.

#### OLD BUSINESS

Renovations – Going well. Mary said some painting may need to be done. Electrical work should be finished tomorrow.

Strategic Plan – Presentations of the Strategic Plan were made to Selectmen, Budget Committee, and Planning Board by John Filson.

#### NEW BUSINESS

Computer and software purchase for library bookkeeping: Mary said she ordered new Quickbooks financial software for \$45 and questioned whether to get a laptop dedicated to that purpose at a cost of around \$550. Angela Johnson said she was thinking of applying for a debit card to limit the number of checks we have to write but she would prefer to wait till 2015 and switch over in January. This will be put on the January agenda.

Water stain on bathroom ceiling – problem assessment and repair needed: Mary has arranged for an assessment to be done.

Infrastructure upgrade – internet cabling and wireless system: Already discussed.

Staff planning – proposal for children's program/outreach coordinator: Mary said this is something that we need in order to really provide what people are looking for. She said it would be great to have someone go out to the daycares in town and bring some books. This would be just two part-time days. She said this would be something for 2016 and we need to discuss it and get feedback.

Trustees – terms ending 2015, recruitment of candidates: Terms are up for Tom Reinfuss and Linda Smith. Tom said he would like to be an alternate. Bruce Kennedy, an alternate, said he would run for trustee, so essentially he and Tom would switch places. All trustees and alternates present at the meeting indicated a willingness to remain on the board. Peter Stevens will contact Susan Bailey to see if she's interested in staying on.

Policy review – plan to review library personnel policy, and specify how it works with the Town of Madison personnel policy – appoint subcommittee

Other Business: The Budget Hearing with the Budget Committee and Selectmen will be on December 9 at 5:30 PM.

ADJOURN: Motion by Cheryl Littlefield to adjourn, seconded by Angela Johnson. The motion passed 8-0 and the meeting adjourned at 4:30 PM.

Next Meeting: December 17, 2014 @ 3:30 PM, Town Hall meeting room.

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

Approved Minutes  
Respectfully submitted,

Patricia Ambrose  
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on November 21, 2014