

MOULTONBOROUGH PUBLIC LIBRARY

Board of Trustee Meeting

January 10, 2019 1:00pm

PRESENT

Laurie Whitley, Chair; Sally Bartlett, Vice Chair; Jeannie Lacey, Secretary; Meg Greenbaum, Susan Bucknam (alternate voted for Fox), Ginny Gassman (alternate voted for Carole) Nancy McCue, Library Director

APPROVAL OF THE AGENDA-Moved approved by Meg, second Sally. Unanimously approved

PUBLIC INPUT- Jorge Dominguez, guest

REVIEW AND APPROVAL OF THE DECEMBER 2018 MINUTES- Moved by Jeannie, second by Ginny. Unanimously approved

TREASURER'S REPORT-Susan Bucknam – Loss for the quarter with Fidelity Funds 17% and Wellington Funds 7% Reports filed with minutes.

Jorge Dominguez suggested to move mutual funds to a more conservative fund, prime money market which would be more flexible than a CD. Sue stated that we do review the investments monthly and will take it into consideration. Treasurer's report moved by Meg, second buy Ginny, Unanimously approved.

LIBRARY DIRECTOR'S REPORT-Nancy McCue

Circulation up 7.7%, December 2017: 3814, December 2018: 4108. Online audio book:318 E-books:2667. Website visits:766. Computer use: 226. Wireless: 159. Catalog:1312. Mobile:237. New patron cards:15. Materials Added: Books: 36, DVDs: 11, Books on CD: 0. Patron counter: December 2017: 4187 August 2018: 4344. Program Room used: 41 times, Library sponsored:35 att.: 363 Outside Group events: 6 att.: 117 There was a miscommunication between the town and the library for the sick day bank. The library is part of the town sick bank program. Nancy will continue to keep track of the hours for the library employees. There is a new sewing class now in the program room and already it is very popular. None of the 11 passes were used in December. People too busy with the Holidays.

Sharon's Children's Report- 7 story times with 41 kids, 39 adults: Lego club: 0, Music and Movement with Rec Dept on Thursdays, 15 kids and 12 adults; Jingle Bell Party: 45 kids, 55 adults

AnneMarie's classes: 55 participants, 7 in user groups, 2 in Apple user group, 2 in various classes, 20 in on-on one sessions, Coding Club, 14 kids and 10 adults

Water Bugs- Richard researched the equipment needed and came up with an estimate to install the water bugs in the library. This was brought up due to the concern that if the pipes in the buildings were to burst, there would be major water damage. The cost for materials is estimated to be \$1315.50. Will get a quote from Smitty's Plumbing for labor. Further discussion will be at the February meeting.

AARP representative, Deb Wiacek, will be available for help with taxes.

Moved by Jeannie, second by Sue, unanimously approved.

## COMMITTEE REPORTS

### ART, LANDSCAPING AND TECHNOLOGY-

Meg- Quilt display currently in program room. Adds color and warmth to the library these cold winter months. Next art display will be antique photographs. Pre -1950, framed photos welcomed.

Ginny- Tech committee workshop scheduled for Tuesday, Jan. 15<sup>th</sup>. Review virtual library. Research websites of other libraries to compare with ours. February meeting will present revised mission.

OLD BUSINESS: Budget review with ABC, no questions. No fees for non-residents. Jorge thought non-residents should pay. Laurie informed him that the trustees review this issue every few years and vote on it. Sent report to Town Meeting on January 11<sup>th</sup>. Budget Public hearing on Feb. 7<sup>th</sup>.

## NEW BUSINESS

Financial audit and process- Sue gave a review of everything she presents to the auditor. He record keeping is extremely neat and organized. Quickbooks makes it easy for the review and she keeps and the receipts and bank deposit slips in perfect order, so that the audit goes smoothly. Audit is beneficial in that the auditor gives advice such as combining bank accounts.

Filing period for trustee positions is Jan. 23<sup>rd</sup> to Feb 1<sup>st</sup>

Town election is March 12<sup>th</sup>

Town Meeting is March 16th

Next meeting on February 14, 2019

Meeting adjourned at 2:30 pm Moved by Meg, second by Sue. Unanimous.

Respectfully submitted,

Jeannie Lacey