

**NEW DURHAM LIBRARY
BOARD OF TRUSTEES**

**Minutes
September 1, 2009**

The meeting of the Board of Trustees of the New Durham Public Library was called to order at 6:30 p.m., at the library, by Chair Richard McCormack. Trustees present were Fred Quimby, Nancy Rhoades, Joan Martin, and Lee Lilljedahl. Also present were Library Director, Max Crowe, and Peter Rhoades.

Old Business.

- **Report on Trim, Building Exterior and Lighting.** Volunteer Peter Rhoades reported that he has been painting the trim when he has time. He also commented on the general appearance of the exterior of the building, suggesting that the siding needs to be sanded and some cracked boards replaced, before restaining. He also suggested removing the flower boxes because they are causing problems with the siding. He added that he replaced some ballasts and bulbs in the childrens' room. Peter then left the meeting.

Approval of Minutes.

On a motion by Fred, seconded by Joan, the minutes of the August 4, 2009 meeting were approved as presented.

Financial Report. Fred reported we have \$3,226 in the Trustees' account and \$1,940 in the operating budget. He added that this is the last month of the operating budget so \$4,100 will be coming from the town on September 30. He said we received \$859 from our CIP request and will be receiving an additional \$2,500, all to be included in the operating budget.

Report of Library Director Max Crowe.

- **Library Statistics.** Max reported on this month's statistics. He said he is still having problems getting books back that are seriously overdue and will check with other libraries of our size to see how they handle it; he will report at the next meeting.
- **CIP Committee Update.** Max said he met with the CIP committee and they proposed that each year \$2,000 should be added to the technology reserve account, and that \$3,000 per year be added to facilities, plus, for 2010, the amount quoted for carpet replacement should be included.
- **David Scholl Reception.** Max commented there are several pieces of David Sholl's art around the library, and other artists have expressed interest in displaying their works. He said the reception went well, with 30-40 people in attendance.
- **New Durham Reads (Alton Reads?).** Max said last year's New Durham Reads program went well, and proposed including Alton and both elementary schools this year. He said discussions are in the works; this should mean more participation, more resources and a bigger program.
- **Audio Program.** Max reported that people will be recording "Dracula," which is out of copyright, in October; different townspeople will be reading chapters to be included on a CD.
- **Mystery Book Club.** He said he hopes to start the club early in October and will begin with "Lady in the Lake," by Raymond Chandler.

New Business

- **Discussion of Facilities CRF re: Town Building Fund.** Max said that Article 7 of the 2006 town

meeting minutes established a reserve account “to provide the Library Trustees with the capability of replacing worn out carpets, furniture, shelving, etc., for maintenance and appearance purposes.” Fred pointed out that one of the Trustees' responsibilities includes evaluating the municipal insurance on the library building. He added that RSA 202-A outlines the establishment of public libraries and town responsibilities for them, and includes RSA 202-A: 4, Maintenance. After some discussion, the Board agreed to send a letter to the chairman of the Board of Selectmen, inviting a representative to discuss the town's insurance on the library building and RSA 202-A:4.

Public Hearing

On a motion by Nancy, seconded by Fred, the Board voted unanimously to convene for a public hearing at 7:09 p.m.

Richard read the notice of the public hearing regarding withdrawing \$2,553 from the Facilities Capital Reserve Fund (CRF), Article 7.

There were no members of the public present.

On a motion by Nancy, seconded by Fred, the public hearing was closed at 7:12 p.m.

New Business (continued).

- **Facilities CRF.**

On a motion by Nancy, seconded by Fred, the Board voted unanimously to withdraw funds in the amount of \$2,553 from the Facilities Capital Reserve Fund.

- **Letter of Complaint re: Facility.**

Max reported on a letter of complaint from a library user regarding deteriorating conditions in the interior of the building. There was some discussion about the facilities.

On a motion by Fred, seconded by Nancy, the Board voted unanimously to ask Max to get two quotes from cleaning services to have the library thoroughly cleaned, including shampooing rugs, and if either quote comes in under \$600 (to be expended from the Trustees' account) Max should schedule the cleaning.

Non-Public Session.

On a motion by Nancy, seconded by Lee, the Board was polled and voted unanimously to convene in non-public session at 7:15 p.m., under the provisions of RSA 91-A:3 II c to discuss personnel matters.

No action was taken.

On a motion by Nancy, seconded by Fred, the Board was polled and voted unanimously to reconvene in public session at 7:30 p.m.

On a motion by Fred, seconded by Joan, the Board voted unanimously to seal the minutes of the non-public session.

New Business (continued).

- **Slug That Ate New Durham DVD Sales.** Max reported the movie made by participants in the summer reading program is airing on public access TV, and some parents expressed an interest in buying a DVD of the movie.

On a motion by Nancy, seconded by Joan, the Board voted unanimously to have Max make and sell DVD's of the movie, with the funds to be added to the Trustees' account.

- **Roof Repairs.** The Board received two quotes by meeting time for roof repairs; the third quote is expected within a day or so. There was some question as to whether or not a vapor barrier is required, so Richard will check on this with Art Capello.

On a motion by Fred, seconded by Nancy, the Board voted unanimously to have the chairman review the third bid when received, and after determining whether or not a vapor barrier is required, to award the contract to the lowest bidder.

- **Budget Review for 2010.** Fred presented the proposed budget for 2010 and after some discussion of proposed cuts, the Board agreed that Max should submit a total operating budget amount of \$20,490 to the Budget Committee.
- **NH Library Trustees Association Membership.** Fred reported that dues are \$20 each and he updated the list.
- **Library Survey.** The Board discussed trying another survey of library patrons and potential patrons. It was agreed that the survey would be available in various public areas in town, as well as listed on the public access channel bulletin board and included in a *Baysider* article.

On a motion by Nancy, seconded by Lee, the Board voted unanimously to offer a \$25 gift certificate to the restaurant of choice for the winner of a drawing from completed surveys, the funds to be expended from the Trustees' account.

Old Business.

There was no old business.

Next Meeting: The next meeting is Tuesday, October 6, at 6:30 p.m.

Adjourned: *On a motion by Fred, seconded by Nancy, the Board voted unanimously to adjourn the meeting at 8:15 p.m.*

Respectfully submitted,

Lee Lilljedahl
Secretary