

Lee Public Library Board of Trustees Meeting
Wednesday, October 9, 2019
at 6:00 at the Library
Meeting Minutes

Present: Trustees Camellia Knightly, Katrinka Pellecchia, Annemarie Gasowski, Deborah Schanda, Peg Dolan, and Ruth Eifert, Director

Approval/additions to the agenda – No additions.

Minutes of previous meeting – No changes made to previous minutes.

MOTION: to accept minutes of the September meeting (Katrinka/Annemarie). PASSED.

Treasurer's Report and report of the audit – Reviewed the current account balances. Audit was reported to have gone well, no additional information was needed by the auditors. **MOTION:** to accept the Treasurer's Report (Peg/Annemarie) PASSED.

Library Director's Report

- **Statistics** – The library is only in the third month of the new fiscal year and still ahead of last year's statistics, and last year was a good year for the library based on statistics. Heritage and Ancestry usage is down, so Ruth is considering offering another genealogy course. Michelle is continuing to visit shut-ins.
- **CIP meeting** – Moving everything down one year (carpets, shelving, etc.) to hopefully accommodate renovations. Ruth has an individual meeting on October 15, 2019.
- **IT Report - refurbished computer and other issues** – Ruth purchased a replacement computer for the public for \$299.
- **Staff Report** – Karyn is doing really well, working extra shifts, she cleaned out the basement of all of the book sale books, is continuing to learn extra needs of the library, and always asks her peers if they need any assistance. Judy is also doing really well, she is working to create more programming and added a second Lego Club group, both of which are at maximum capacity. There have been no sign ups for the middle school book club. Judy is considering starting a teen crafting club,
- **Friends of Library Report** – Art from local artists for auction are due in on October 15, 2019. Starting November 1, 2019 there will be a book for people to place their bids for each item. Winners will be announced at the

Holiday Concert on December 7, 2019. Unsure of the number of pieces, and no permits are required to hold the auction.

Budget preparation and presentation to ABC – Ancillary costs came from Julie: the GMR from the Health Trust health is up 0.9% and dental is 3.9%. STD and LTD rates are also going up slightly so left that at a 5% increase.

RFP for design consultant and timeline – Discussed, typo addressed and fixed. Discussed rewording portions of the RFP to include our vision of the library and what a renovation would entail utilizing our current space and evolving space. The RFP is to be finalized by the end of the week. Annemarie will be cutting MJS loose. Ruth, Annemarie, Katrinka, and Peg will be in attendance for the walk-through on November 20, 2019.

Timeline and Director Search schedule – Ruth is postponing retirement to October 1, 2019, and the Trustees have agreed to start advertising around July.

Upcoming programs –

Saturday, October 26, 2019 – Recreation Commission Halloween Bash at the church from 4pm-6pm.

Wed. Nov 6, Public Safety Complex, 7 pm, Glenn Knoblock will speak on Brewing in New Hampshire. Shared with Lee Historical Society. We applied for NH Humanities grant and it looks like that is all set, so our cost is just the \$42 for mileage.

Next meeting: November 13 – time to be determined.

The meeting was adjourned at 7:24 (Cammy/Katrinka). PASSED.