

Grafton Public Library, Grafton, NH Board of Trustees
Library Trustee Meeting Minutes: Amended

Date: 11 September 2018

Type of Meeting: Regular

Present: Roseanne Kramer, Tina Pope, Natalie Kocurek, Debra Clough, Katie Steuer

Call to order @ 7:03 pm

Acceptance of 16 August 2018 minutes: approved by Roseanne as amended with Natalie seconding. Motion passed 3-0.

Immediate Business:

- Bank signature status: Roseanne will return her signature cards, as well as Natalie. Katie will bring a copy of the minutes outlining the need for her to sign a card.
- Ramp status/Ron's invoice: after discussion, the library trustees will request \$1209.02 from the TTF for a total check to Ron of \$3704.04, an increase of \$1209.04 for parts and labor. Roseanne will call Catherine to see if this can be obtained prior to the next TTF meeting on 4 October, if not, Tina and Katie will present at the October meeting.
- UK architects: Michael Bruss will share the estimate soon.
- Electronic 3D copy of latest design: Natalie is unable to get the app on her phone and may set up a meeting with the architects for assistance. Roseanne will try to get the app on her iPad.
- Presentation to selectmen: the trustees estimate this will take approximately 15 minutes. The trustees will send their ideas to Katie who will begin working on a powerpoint, for review at the October trustees' meeting. The group intends to premiere the presentation to FOGL in November and will plan a future workshop with FOGL members for the selectmen presentation.
- Roof: Glen Gallup will do the roof as volunteer labor if the materials are supplied. Debra will contact him again re: start date and materials needed.

Old Business:

- Policies: Debra will continue to review.
- Book club: The October meeting will discuss "Samurai's Garden". Going forward, if book club meetings are canceled, Roseanne will post a sign and notify the library director.
- Garlic Festival: Natalie and Bonnie Haubrich will judge the pie contest. Debra encouraged the trustees to help if possible with setting-up around 9 or 10 am and/or taking-down around 3pm.
- Art proposal: Roseanne wrote up a proposal and gave it to Ken Cushing for the historical society's consideration.

New business:

- Sending out minutes: a discussion ensued re: the correct method to send out meeting minutes. The group decided the secretary will forward the minutes to the gplsecretary@townofgrafftonnh.com email, then send the minutes out using that address.

Library Director: written report on circulation statistics, personnel, programming

- The report was reviewed.
- Aime presented a doctor's note re: her return.
- Tina made a motion to put \$100 in Debra's account with Roseanne seconding. The motion was approved 3-0.

Correspondence:

- Communication from Margaret Wacks and Steve Wightman was received regarding a donation of \$1000 they had made but had not been acknowledged. Natalie will follow up with Sue Smith to see if the donation may have been misdirected to the town.

Financial: written report of accounting for previous month including income and expenses; balance against budget; year to date balance and any other information

- The treasurer's report will be sent out to the trustees following the meeting due to a conflict with Natalie's schedule. Roseanne motioned to accept all invoices with Tina seconding. The motion passed 3-0.
- Roseanne will contact Sue Smith re: when the budget is due.

Maintenance:

- Tina made a motion to provide \$300 for roof materials with Roseanne seconding. The motion was approved 3-0.

Action and Takeaway items:

- Roseanne will return her signature card to the bank. She will contact Sue re: budget. She will attempt to get the 3D design app on her iPad.
- Natalie will return her signature card to the bank. She will send out the treasurer's report to the trustees. She will follow up with Sue re: the donation from Ms. Wacks and Mr. Wightman.
- Katie will get her signature card completed at the bank. She will collect any correspondence from 17 September through 23 October while Roseanne is away. She will begin work on a powerpoint for the selectmen.
- The trustees will send their ideas for the above powerpoint to Katie.
- Tina and Katie will attend the October TTF meeting as needed.
- Debra will contact Glen re: repairing the roof. She will continue to review policies.

Next meeting date: 9 October @ 6:45 pm.

Adjournment: Katie made a motion to adjourn with Roseanne seconding. The motion passed 3-0. The meeting was adjourned at 9:28.

Respectfully recorded and submitted by: Katie Steuer