

DAVIS PUBLIC LIBRARY  
STODDARD, NH  
BOARD OF TRUSTEES

DATE: June 5, 2023

TIME: 7:05 pm

TYPE OF MEETING: Board of Trustees

PRESENT: Don Healy- Chair, Inga Dellea- Library Director, Dean Dorman- Treasurer, Jan McGonagle- Secretary with Angel Nicole

1. Call to order:

- a. Roll call: Don Healy- Chair, Inga Dellea- Library Director, Dean Dorman- Treasurer, Jan McGonagle- Secretary, Angel Nicoletti and Patty Maden-Alternates  
ABSENT: None  
PUBLIC PRESENT: Kathy Winslow, Geri Bailey
- b. Minutes: minutes from the regular BOT meeting from 3-20-23 were reviewed and accepted as presented. Don moved and Dean seconded the motion to accept the minutes.
- c. Correspondence: There were donations in honor of Mr. Michael Turner.
- d. Public Comment: None

2. Reports:

- a. Financial: Dean presented the financial reports including budgeted to actual costs to date and the library is running well within budget. It was noted that a line item needs to be added to the budget to include maintenance for the inside of the building as that is paid for by the warrant funds. Jan moved to accept the financial report as presented and Don seconded the motion.
- b. Library Director: Inga presented her director's report. We reviewed the need for a Prime membership to decrease shipping costs, the plans for book purchases, the possible need to think about outreach to those who are unable to get to the library.

3. Calendar:

- a. Discussed posting of notification of meetings on the town calendar. There will be an announcement on the library website of the meetings occurring every other month and direct people to the town website for specific details.
- b. Inga will need to call Irving regarding the fall delivery of propane.

3. Old business:

- a. Review of action Items:
  - 1. Dean to add a line item for maintenance to the warrant article budget.

2. Dean will speak to Michelle Pong to find out how much funding there is left for outdoor maintenance.
  3. Dean submitted budget for 2023-2024 to the town.
  4. Bob Madden painted the back wall of the library.
  5. Dormans will add stone to the drip line now that the painting is completed.
  6. Jan was reelected to serve as a Trustee to the library.
  7. The policy regarding age of employment was added to the policy binder.
- b. Budget finalization-added funds to increase payroll. Don moved to increase director's salary, beginning in July 2023, to 23\$/hour and the assistants to 16\$/hr. Jan seconded the motion.
  - c. The library will help support the Stoddard 250<sup>th</sup> anniversary through direct support and time of staff on relevant community building activities including helping with social media.
  - d. The role of the library in encouraging civic discussion was reviewed. It was decided that there should be a committee with a library trustee(s) and several townspeople to organize a candidate's forum and that the town moderator should continue to moderate the event.

4. New business:

- a. Into the Woods was described in wonderful detail by Kathy Winslow and Geri Bailey. This is a multimodal educational opportunity the library supports with works to connect our community with preserved land and educate people about our environment and town.
- b. We discussed the need to investigate insurance coverage for library supported trips that are occur off library grounds.
- c. We discussed that some of the previous BOT minutes were placed on the library website rather than on the town's website under the library trustees. This will need to be corrected. Bob Madden and Jan will work continue to work on this issue.
- d. The alternates to the board of trustees were discussed. Don moved to approve the alternates and Jan seconded the motion. Angel and Patty's willingness to continue to work in this capacity is deeply appreciated.

Next meeting date: July 31, 2023

Adjournment at: 9:22

Summary of motions and action items:

Motions:

- a. Don moved and Dean seconded the motion to accept the BOT meeting minutes from 3-20-23 which passed unanimously.

- b. Jan moved to accept the financial report as presented and Don seconded the motion which passed unanimously.
- c. Don moved to organize a yearly opportunity for the community to meet with the candidates and Jan seconded it. The motion passed unanimously.
- d. Don moved to approve the alternates and Jan seconded the motion which was approved unanimously.
- e. Don moved to adjourn and Dean seconded the motion which passed unanimously.

Action Items and Directives:

- a. Dean to add a line item for maintenance to the warrant article budget.
- b. Dean will speak to Michelle Pong to find out how much funding there is left for outdoor maintenance.
- c. The Dormans will place stone in the drip line.
- d. Dean and Geri will discuss the insurance coverage for offsite activities with the town administrator and/or municipal association administrators.
- e. Jan will update the calendar to include the organization of a yearly candidate forum in March.
- f. Inga will call Irving Oil regarding the fall delivery of propane.
- g. Inga will check in with Dean June 15<sup>th</sup> if there are questions regarding the end of the year budget.

Transcribed and submitted by: Jan McGonagle, Secretary