

EAST KINGSTON PUBLIC LIBRARY
TRUSTEE MEETING
JULY 6, 2011

In attendance: Chairman Amy Robbins, Treasurer Ted Lloyd, Barbara Williams, Marie Paling, Joanna McGarry Postle, Library Director Tracy Waldron

Absent: Conrad Moses, Peter Stein

- 1) Call to Order
 - a) Amy called the meeting to order at 7:05 PM.
- 2) Regular Reports
 - a) Meeting Minutes

The Board reviewed the June 2011 minutes.

 - i) **Vote:** A motion was made to accept the June Trustee meeting minutes as amended. (Barbara / Ted)
Motion Passed (5-0)
 - ii) No Treasurer's report was presented.
 - (1) Tracy is keeping her eye on the salary run rate. Tracy will monitor hours to stay on budget.
 - (2) Tracy is not sure if Cheryl knew to provide a salary report. Tracy will follow up with Cheryl.
 - iii) Tracy presented a Director's report
 - (1) Staffing – wage run rate referenced as discussed in ii-(1)
 - (2) Building – In lieu of Tracy reporting on the building, the Trustees did a walk-through of the recent pergola work and re-visited the location for the new monument. Open items for the pergola are listed as an attachment to these minutes.
 - (3) The library staff is providing a bit more complicated craft on Saturday mornings
 - (4) Bobby Slossar, a state resource, is here on 6/21 from 9:00 to 12:00 to train the staff on state available downloads
 - (5) No van service cuts have affected East Kingston on the first round. The van service, a state budget item, is to deliver interlibrary loans. The forecast is one visit per week (vs two).
 - (6) Monthly stats – June was REALLY busy and July is on the same trend.
 - b) No Friends Meeting was held this week.
 - c) NHLTA – Conrad is not present.
 - d) No questions from the public.
 - e) No town update.
- 3) Follow up on Action Items from June Meeting
 - a) Pergola is 95% complete. Ted will follow up with Mike Todd as per the action items (attached).
 - b) Ted will follow up with Mike Todd regarding the flag pole.
 - c) Ted will also ask for the updated plans (of Doug Annino the architect) from Mike.
 - d) Ray Donald, the building inspector, did come to survey the work while Seven was here.
 - e) Ted will follow up with Ray Donald to verify no issues.
 - f) Tracy did not call on the AC since it has stopped being a problem. Rolf had installed a switch for the overflow pan. This likely fixed the problem.
 - i) Tracy will follow up and call AC maintenance people to check on the unit.
 - ii) Tracy will get a wall calendar to reflect a TO Do list of all the year's maintenance schedule.
 - iii) Tracy will look for ceiling tiles and will let Ted know.
 - iv) Ted will write a check to the town.

- g) IT Committee needs to review the Facebook security settings
- 4) Old Business
 - a) Gable end was fixed and painted.
 - b) Tracy will call Cheryl to communicate the monument location.
 - c) Policy committee has not met.
 - i) Fall seems to be the best time to get together.
 - ii) Barbara's daughter has seen the library and we don't have a date on the donor artwork.
 - iii) Safety committee report. Marie read the notes. Marie asked for the exits to be shoveled all around the building.
 - iv) Amy will write a draft a letter for the statement of work for Excel Construction (pergola, chimney cap, cupola, and gable end) to review with the intent of providing it to the Selectmen to give to Mike Todd's insurance company. We will make it available after the pergola work is done.
- 5) New Business
 - a) Budget: Ted will prepare to start the Budget discussion in August. Tentative budget meeting will be at the library on Tuesday Aug 30 at 10:00 AM. Amy, Tracy, and Ted attend.
 - b) No other new business
- 6) Meeting Close
 - a) Review of upcoming events - none
 - b) **Next meeting will be Wed August 17, 2011 at 7:00 PM.** Ted will be out of town on vacation but will provide a May and June Treasurer Reports and June budget comparison for the meeting.
 - c) New Action items:
 - i) Tracy will monitor part time hours to stay on budget.
 - i) Tracy is not sure if Cheryl knew to provide a salary report. Tracy will follow up with Cheryl.
 - ii) Ted, Tracy, and Barbara will follow up as per the pergola action items (attached).
 - iii) Ted will follow up with Mike Todd regarding the flag pole.
 - iv) Ted will also ask for the updated plans (of Doug Annino the architect) from Mike.
 - v) Ted will follow up with Ray Donald to verify no issues from the pergola inspection.
 - vi) Tracy will follow up and call AC maintenance people for routine check on the unit.
 - vii) Tracy will get a wall calendar to reflect a TO Do list of all the year's maintenance schedule.
 - viii) Tracy will look for ceiling tiles and will let Ted know.
 - ix) Ted will write a check to the town.
 - x) Joanna will schedule an IT Committee mtg & review the Facebook security settings
 - xi) Tracy will call Cheryl to communicate the monument location.
 - xii) Amy will write a draft a letter for the statement of work for Excel Construction (pergola, chimney cap, cupola, and gable end).
 - d) Meeting concluded at 8:28 PM

Minutes submitted by Joanna McGarry Postle

Minutes approved on _____

Minutes approved by _____

Amy J. Robbins, Chairman of the Board

Open Items for the Pergola Area

1. Ted will talk to Mike Todd re: Repair footings (bricks and mortar) at pillar base
2. Ted will talk to Mike Todd re: Replace outdoor flood light over doors that was damaged when the original pergola came down in the storm
3. Tracy will talk to Dick P re: having a trusty seal the cedar after it is weathered (sometime this fall)
4. Barbara will work with Gisela to have Churchills deliver the table & three curved benches. They should be placed on the north of the patio.

Unapproved