

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
MINUTES FOR January 9, 2017 – 6:00 PM @ LIBRARY

The meeting was called to order at 6:05 pm

Present: Anne Chant, Robin Gordon, Allie Thompson, Linda Bittner, Sharon Nothnagle, Skip Nason, Steve Gray, & Mary Cronin

Absent: Sheryl Power

Approval of Minutes of December 12, 2016 regular meeting. Linda made a motion to approve, seconded by Robin. APPROVED

Treasurer's Report: Skip made a motion to accept the Treasurer's Report. Seconded by Sharon. APPROVED

December 2016 Financial Report

Unanticipated funds in December

FoCML donation for kids' yoga 200.00

Conscience jar donations 33.00

Copier/Fax fees 95.50

Total unanticipated \$328.50

A motion to accept the unanticipated funds was made by Skip, seconded by Allie.
APPROVED

Correspondence: Letter from Trustees of the Trust Funds accompanying check with interest earned from Library funds from December 2015 through November 2016. \$1051.94 was received. Also received was a booklet from the NH Retirement System. Town reports are due on January 20, 2017.

Old Business:

1. Warrant Article for Roof replacement: Discuss draft wording "To see if the Town will vote to raise and appropriate the sum of \$72,000 for the purpose of replacing the roof on the Cook Memorial Library building." This will be placed on the warrant as written.
2. Library Building Maintenance Capital Reserve Fund: Submit warrant article to dissolve as suggested by Trustees of the Trust Funds or keep in place for future use?

** John Wheeler advised that we can keep the Capital Reserve open and adding to it again in a year when we do not have a separate warrant article. If we have to, we will make a warrant for an amount of money (\$1) to hold the reserve open.

We have a 10 year easement for the LCHIP. They were pleased to be consulted about the metal roofing.

- a. If dissolving, discuss draft wording “To see if the Town will vote to discontinue the Cook Memorial Library Building Maintenance Capital Reserve Fund created in 2002. Said fund was depleted in 2014, and currently has a balance of \$0.00.”
 - b. If keeping capital reserve fund, and additional funds will be requested this year, discuss draft wording “To see if the Town will vote to raise and appropriate the sum of \$[amount] to be added to the Cook Memorial Library Building Maintenance Capital Reserve Fund previously established.”
3. Library 2017 Budget: Budget hearing results; review salaries and carry over funds. Mary supplied a salary planning sheet, updated budget and carry over funds list. We are unclear about feedback from the Selectmen on the budget. Steve states that there will be additional review. There will be a public hearing, and the budget should be available 6-7 days prior to the hearing. Darlene would like the final budget by the 20th of January. Page 3 of the report shows a proposed 2% raise for staff. The Board is in support of the 2% across the board raise. There are a couple of employees who will remain below the comparable wage. With those 4 adjusted up, it will be \$103,798.69, up from \$102,459. The Board feels that they should be made comparable, then get the 2% increase on top of that. With the 4 increased, plus 2% across the board, the total comes to \$104,361.92. That is a total increase of \$1524.92 more than what is currently in the proposed budget. \$170,148 is the total expenditure budgeted for 2017. Personnel expenses of \$669 is for online reporting, electronic filing fees, background checks.

2016 money was refunded back to the town and showed up in 2017. This year the unexpended funds from health insurance and salaries to be returned to the Town in the amount of \$ 8793.83.

Do we need to use unexpended salaries toward the retirement funding from 2016? The health insurance money should be returned, but we may consider using that money to pay the retirement. \$4065.84 is what was needed to cover retirement for 2016. Skip made a motion to return \$6,466.34 in unspent health insurance funds but to retain the unspent salaries for the retroactive retirement funds. Linda seconded. APPROVED

\$2327.49 needs to be added to the carry over amount for retroactive 2016 retirement benefit.

A motion to approve carry over \$3815.00 in memorial/trust and copier income funds was made by Linda. Seconded by Skip. APPROVED

A motion was made to amend the carryover amount to include the unspent salaries, bringing the total \$ 6143.00 by Skip, seconded by Linda. APPROVED

Do we want to budget the remaining amount in 2017? It can be revisited at the end of 2017.

Library Director's Report:

1. Programs: Yoga for kids ages 2 to 5 was held 5 times, and will continue for the rest of the

winter thanks to FoCML funding. Other children's programs included one Book Club with pizza for 9-11-year-olds, three story times, one nighttime story time, and two Lego Club meetings. Holiday Open House and Potluck was held on Tuesday, December 13, about 75 people attended. Holiday Tea with Brett School Band was held on Dec. 21 after a Friends' book sale, people came for both events and all the cookies were eaten.

2. Outreach & Collaboration: Amy Carter and Town Recreation Director Parker Roberts worked together to schedule a series of Carroll County YMCA's "Squeaky Sneakers" programs beginning in January. This was in response to parent requests to bring this program back to Tamworth

New Business:

1. Unexpended 2016 funds to return to Town for General Fund. See attached budget.
** This includes unused health insurance money. It may include the pension/retirement also. Discussed above.
2. Adding direct deposit for employee paychecks. Cost is \$1.75 per check, or \$500 per year. Cost of checks is \$93 per year. This is the fee that Quickbooks charges. It is decided to stay with the paper checks.
3. Trash removal service (library to transfer station) would cost \$10 per trip, or \$520 per year. It is decided to pay someone to take the trash. Linda made the motion, Skip seconded. APPROVED Mary will add that to the budget.
4. The 250th Committee asked Mary to house the time capsule temporarily in the Archive Room. Yes, that is OK.

Committee Reports:

1. Friends of CML: Next meeting is on January 10, 2017. Book sale is doing well.
2. Building & Grounds: Carpets were cleaned on Dec. 15. Fire Chief Richard Colcord did annual inspection and provide updated place of assembly permits on January 3. He pointed out an emergency light that wasn't working and suggested we get CO detectors installed on each level. Larry Nickerson and Skip Nason met with handyman Don Judge to discuss maintenance and repair projects at the library. The odd jobs were insulating the stovepipe, cap on the drain, recoat the foundation, foam exterior holes, and replace vinyl trim that has come off.

Public Comment

\$170,668 is the new budget number. Skip moved to amend the budget, seconded by Robin, APPROVED

Skip made a motion to adjourn at 7:34 pm.. Seconded by Linda. . APPROVED

Next Meeting:

Monday, February 13, 2017, Cook Memorial Library—6:00 PM

REMINDER: Town Budget hearing is on February 9, 2017 at [time?] at the Town Office.