



Weare Public Library

Board of Trustees

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Paul Marsh, Chairman
Lee Marcroft, Treasurer
Robert Pare', Secretary
Frank Oehlschlaeger, Alternate
Christine Hague, Director
Brenda Cannon, Alternate

-- FINAL MINUTES --

Minutes
Board of Trustees Meeting
Thursday December 3, 2015

Present: Trustees Chairman Paul Marsh, Library Director Chris Hague, Brenda Cannon Alternate, Frank Oehlschlaeger Alternate, Lee Marcroft, Karen Metcalf, Thelma Tracy, Sue Morin
The meeting was called to order at 6:30 pm as per RSA 91-A: 1-a.

Acceptance of Minutes:

The meeting minutes from November 5, 2015 were reviewed. Under "New Business, item 3" the following clarification was made, the sentence ended ...still in process. The remainder of the sentence was deleted. Chairman Paul Marsh moved to accept the meeting minutes following the clarification and Lee Marcroft seconded the motion. All present were in favor. The meeting minutes were accepted as amended.

Public Session to accept funds:

A public hearing came to order at 6:33 pm, per RSA 202-A 4 c. The hearing was held to accept \$225.49 in funds from income generating equipment, donations and other income (see attached table), to be placed in the appropriate funds. Chairman Paul Marsh moved to accept the funds, Lee Marcroft seconded the motion. All present were in favor. The public session ended at 6:48pm.

Director's Report:

The Director's Report for the month of November, 2015 was reviewed. Director Chris Hague presented data of the past month's operations, circulation activity, and staff development. The bid for painting remains pending; a special meeting of the Trustees will be called to review once the bid has been submitted. Other projects are on the schedule to be completed before winter arrives.

Chairman Paul Marsh moved to accept the Director's report for November, 2015. Lee Marcroft seconded. All present were in favor.

Old Business:

1. Gross budget plans were discussed with the Trustee's and Director Chris Hague. Director Chris Hague handed out an outline with a list of items that need attention to maintain a well-functioning Library. The staffing needs were discussed. Benefits were gone over noting the adjusting to unemployment rates, health insurance, and retirement. Programs were discussed, use of cell phones, computer supplies, electrical rates, New Hampshire Downloadable Books and building needs.
2. Needs assessment plans were discussed. The cost for hiring Tom Ladd being \$600.00 to \$1000.00. A flyer for the Library. A facilities review team. Look for sites to build on \$5300.00 and \$800.00 expenses for hiring David Provan for his services to conduct these needs.
3. The Trust Funds were discussed and how to handle the monies of each one. How the funds were also performing.

New Business:

1. Staffing was reviewed as to what was needed for the number of personnel and the costs of any addition of staffing. The warrant article for additional staff will be submitted as it currently stands. All present Trustees were in favor. Passed 3-0-0.
2. Holiday hours were discussed for New Years Eve. The Library employees will follow the Town employee guidelines and will close at 4:30 pm on New Year's Eve. Lee Marcroft moved to accept the motion and Chairman Paul Marsh seconded the motion. All present Trustees were in favor. Passed 3-0-0.
3. The personnel policy and vacation pay for library employees was discussed and still in process as to what adjustments need to be made. The library staff made a presentation to follow the same guidelines other Town employees use.
4. The Trustees are actively seeking new members.
5. The social media policy will be made an addendum to the personnel policy. Lee Marcroft moved to accept the motion and Chairman Paul Marsh seconded the motion. All present Trustees were in favor. Passed 3-0-0.

No further business to discuss, Chairman Paul Marsh moved and Lee Marcroft seconded, all Trustees were in favor to adjourn the Trustees meeting. All voted in favor 3-0-0. Meeting adjourned at 7:33p.m.

ATTACHMENT: HEARING TO ACCEPT FUNDS:

WEARE PUBIC LIBRARY

Hearing to Accept Funds

November 5, 2015

SOURCE

Incoming generating equipment
Donations
Replace card
Replace books reimbursement
Refund

DESIGNATION

books, supplies
books, supplies
books, supplies
books, supplies
supplies

AMOUNT

\$68.50
\$61.00
\$3.00
\$86.48
\$ 6.51

Total:

\$225.49

Next meeting is Thursday of January 7, 2016

Respectfully submitted,

Brenda Cannon – alternate trustee

