



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Jill Tacy, Secretary

Paul Marsh, Alternate

June Purington, Alternate

Christine Hague, Director

Minutes

Board of Trustees Meeting

Thursday May 3, 2012

Present: Susan Morin, Jill Tacy, Trustees; Paul Marsh, Alternate Trustee; Christine Hague, Director.

The meeting was called to order at 6:31 pm as per RSA 91-A:1-a.

Acceptance of Minutes:

The meeting minutes from April, 2012 were reviewed. Treasurer Morin moved to accept meeting minutes. Secretary Tacy seconded. All present were in favor. The meeting minutes were accepted as written.

Public Hearing:

A public hearing came to order at 6:45 pm. as per RSA 202-A 4 c. The hearing was held to accept \$298.00 in funds from income generating equipment, book donations and grants (see attached table). Treasurer Morin moved to accept the funds, Secretary Tacy seconded the motion. All present were in favor. The public session ended at 6:52 pm.

Reports:

Director's Report

Secretary Tacy moved to accept the Director's report for April 2012. Treasurer Morin seconded. All present were in favor.

Old Business:

Update the Personnel Job Descriptions:

The trustees are committed to updating the library's current personnel policy. Director Hague shared an outline for creating a personnel policy titled *Policies: from Planning to Implementing* which was taken from the New Hampshire Local Government Center's annual conference. Our current policy lacks a signed acknowledgment form as well as a disclaimer to prevent the creation of implied contracts. The Trustees have agreed to take sections of the Town's current policy to review and revise to update the library's personnel policy. The Trustees will review the Purpose, the Administration, Scope of Plan and the Appointments and Probationary Period sections of the policy before the next meeting.

New Business:

Pauline's Retirement Recognition

The Trustees would like to acknowledge Pauline for her years of service.

Staffing Hours:

Director Hague and the Trustees reviewed the hours and schedule for the current library staff.

Non Public Session:

The Trustees voted to enter non public session as RSA91-A:3 II. b at 8:01pm; Yes - Treasurer Morin, Yes- Alternate Marsh, Yes – Secretary Tacy. The Trustees voted to exit non-public session at 8:22; Yes - Treasurer Morin, Yes- Alternate Marsh, Yes – Secretary Tacy. The Trustees decided that Pat Karpen will be hired. Melissa Lennig will be offered a position as a substitute.

Non Public Session:

The Trustees voted to enter non public session as RSA91-A:3 II. a at 8:24 pm; Yes - Treasurer Morin, Yes- Alternate Marsh, Yes – Secretary Tacy. The Trustees voted to leave non-public session; Yes - Treasurer Morin, Yes- Alternate Marsh, Yes – Secretary Tacy.

Trustees voted to increase Karen's wages by \$.54 an hour and to increase Roberta Spitz's wages by \$.35 for taking on additional responsibilities in their current positions.

Treasurer Morin made a motion to adjourn and Secretary Tacy seconded. All present were in favor.

Meeting adjourned at 8:46pm.

Next Meeting

Thursday, June 7, 2012 at 6:30 pm.

Respectfully submitted,

Jill Tacy, Secretary
/attachment

Weare Public Library Hearing to Accept Funds 3-May-12		
Source	Designation	Amount
Income generating equipment	Supplies, books	\$88.50
Book/ media replacement	Supplies, books	\$84
Replace card	Supplies, books	\$3.00
Donations	Supplies, books	\$72.50
		\$248.00