



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Jill Tacy, Secretary

Paul Marsh, Alternate

Terri Wahnowsky, Alternate

Christine Hague, Director

Minutes

Board of Trustees Meeting

Monday September 8, 2011

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

The meeting was called to order at 6:33 pm as per RSA 91-A:1-a.

Public Session:

The employee followed up on the discussion of last month's meeting regarding air quality. She is in the process of following up with a specialist. In a written statement the employee thanked the Trustees for the action of closing the windows and running the A/C to help with allergies and air quality. The A/C has not been run this week as pollen counts have been low. Director Hague asked the employee if molds would bother her, as opening the windows could allow in mold? The employee said that mold has not been an issue for her in the past. The employee recognized the need for frugality in times of tight budget. The employee respectfully asked for clarification of the discussion of the last meeting and requested that the minutes reflect that she also had concerns about temperature, specifically heating & cooling issues. She would like the Trustees to provide clarification as to the policy for heating/cooling as well as air quality. The Trustees recognize that air transfer or air movement in the building is part of the problem. Employee stated that she does not need relief every day so that the A/C use would not need to be mandated. She would like to know that if relief from allergies is needed, that she could request A/C as an option and have that request acted on. The Trustees and Director Hague thanked the employee for following up and participating in the discussion. The Trustees will discuss these issues and concerns further.

Public Hearing:

A public hearing came to order at 7:11 pm. to accept \$167.00 in funds. This included \$124 from donations, income generating equipment, and \$43 in book/DVD replacement (see attached table.) Secretary Tacy made a motion to accept the funds, Treasurer Morin seconded the motion. All present were in favor. The public session ended at 7:13 pm.

Acceptance of Minutes:

The meeting minutes from August 15, 2011 were reviewed. Treasurer Morin proposed changing the heading of Public Hearing to "Public Session" as well as changing the text to read public session under the Follow up of the Public Session in the meeting minutes. Treasurer Morin also proposed changing the statement in the Public Session section of the minutes to read "The new carpet is still emitting gasses. A carpet cleaning has been scheduled to help with this and improve air quality." This proposed change would remove the "with this and" portion of the statement. Treasurer Morin proposed the amendments and Secretary Tacy seconded the motion. Morin to accept meeting minutes as amended, Chairman Kelly seconded. All present were in favor. The amended meeting minutes for August 15, 2011 were accepted.

Reports:

Director's Report

The report was reviewed by the Trustees. Chairman Kelly moved to accept the Director's report and Treasurer Morin seconded. All present were in favor. Highlights from the report include the following: Circulation was down slightly from August 2010, however downloadable book circulation was up from last August. The Friends held their annual book sale in August. The sale was opened for library card holders on Friday evening then reopened to the general public on Saturday. The sale raised \$2000. The library fared well through the recent storm. The drainage system and the generator worked to keep water out of the bottom floor. The power failure resulted in difficulty with the circulation software however after an IT visit this issue was resolved.

Old Business:

Targeted Goals and Activities

Director Hague will be participating in a roundtable discussion with other NH librarians concerning how to meet the needs of the public and how libraries across NH are responding to the changes in culture when planning library programming. Director Hague will share an oral report of the discussion at the next Trustees meeting.

New Business

Operating Budget for 2012

The Trustees and Director Hague reviewed the proposed Operating budget for 2012. The operating budget includes minor increases due to increased contract fees and electricity costs. Treasurer Morin made a motion to accept the proposed budget, Chairman Kelly seconded. All present were in favor.

Social Media Policy

Director Hague shared a draft of a policy for social media. The Trustees reviewed the policy. Secretary Tacy made a motion to accept the Social Media Policy. Treasurer Morin seconded the motion. The Social Media Policy was accepted. The Trustees reviewed Social Media Staff Guidelines. The Trustees would like time to review this further. The Social Media Staff Guidelines will be reviewed again at a later date.

Non Public Session RSA 91-A:3 (II(c))

The Trustees voted to enter Non-public session at 9:00 for the purpose of discussing employee concerns raised during the public session as per RSA 91-A:3 (II(c)); Yes - Treasurer Morin, Yes- Chairman Kelly, Yes – Secretary Tacy.

The Trustees voted to come out of Non-public session at 9:21 pm, as per RSA 91-A:3 (II(a)); Yes - Treasurer Morin, Yes- Chairman Kelly, Yes – Secretary Tacy.

The Trustees discussed an employee's concerns for addressing allergies and heating/cooling concerns. The Trustees voted to assimilate the information received and thoughtfully create policy to address the issues brought forth.

The trustees voted to set this guideline to be used as temporary parameters to address the allergy and heating/cooling issues:

The library staff will close windows if necessary at the employee's request if the pollen count exceeds the low moderate level (exceeding 4.8). In addition if the temperature exceeds 76 then the A/C can be used at the discretion of the Director. Alternatively the effected employee can relocate to another part of the building that is less re-actable if necessary.

Secretary Tacy made a motion to adjourn and Chairman Kelly seconded. All present were in favor.

Meeting adjourned at 9:25 pm.

Next Meeting

Thursday, October 6, 2011 at 6:30 pm.

Respectfully submitted,

Jill Tacy, Secretary

/attachment

| Weare Public Library Hearing to Accept Funds Sept. 8, 2011 | | |
|--|-----------------|----------|
| Source | Designation | Amount |
| Income generating Equipment | books, supplies | \$124.00 |
| Book/DVD replacement | books, supplies | \$43.00 |
| | Total: | \$167.00 |