



Weare Public Library

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Board of Trustees

Paul Marsh, Chairman

Lee Marcroft, Treasurer

Robert Pareø, Secretary

Frank Oehlschlaeger, Alternate

Christine Hague, Director

Brenda Cannon, Alternate

-- APPROVED MINUTES --

Minutes

Board of Trustees Meeting

Thursday November 5, 2015

.

Present: Trustees Chairman Paul Marsh, Secretary Robert Pareø and Library Director Chris Hague, Brenda Cannon Alternate, and Frank Oehlschlaeger Alternate.

The meeting was called to order at 6:34 pm as per RSA 91-A: 1-a.

Acceptance of Minutes:

The meeting minutes from October 8, 2015 were reviewed. Chairman Paul Marsh moved to accept meeting minutes as presented. Secretary Robert Pareø 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 6:36 pm, per RSA 202-A 4 c. The hearing was held to accept \$91.84 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, Secretary Robert Pareø seconded the motion. All present were in favor. The public session ended at 6:38pm.

Director's Report:

The Director's Report for the month of October, 2015 was reviewed. Director Chris Hague presented data of the past month's operations, circulation activity, and staff development. The Friends of the library donated tote bags for the children's room and a button maker for all staff to use totaling \$480.95. This was the last meeting for the Friends this fiscal year. The flooring was completed in two offices on the main floor by Terry Cutter with help from the staff and Paul Marsh. The air quality is better and much easier to upkeep. Other projects are on the schedule to be completed before winter arrives.

Chairman Paul Marsh moved to accept the Director's report for October, 2015. Secretary Robert Pareø seconded. All present were in favor.

Old Business:

1. Gross budget planes were discussed with the Trustees 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. A partitioned to a warrant article was suggested for added staff. The warrant article not to exceed \$4700.00. Paul Marsh moved to accept and Secretary Robert Pareo seconded the motion. All present Trustees were in favor. Passed 2-0-0.
2. Holiday hours were discussed and for Thanksgiving the Library would close at 4:00 pm Wednesday November 25 the day before Thanksgiving. For Christmas the Library will be closed all day December 24 the day before Christmas.
Secretary Robert Pareo moved to accept the motion and Chairman Paul Marsh seconded the motion. All present Trustees were in favor. Passed 2-0-0.
3. The personnel policy and vacation pay was reviewed and still in process as to what adjustments need to be made.

No further business to discuss, Chairman Paul Marsh moved and Secretary Robert Pareo seconded, all Trustees were in favor to adjourn the Trustees meeting. All voted in favor 3-0-0. Meeting adjourned at 8:20p.m.

ATTACHMENT: HEARING TO ACCEPT FUNDS:

WEARE PUBIC LIBRARY

Hearing to Accept Funds

November 5, 2015

SOURCE	DESIGNATION	AMOUNT
Incoming generating equipment	books, supplies	\$40.00
Donations	books, supplies	\$27.89
Replace card	books, supplies	\$4.00
Book reimbursement	books, supplies	\$19.95

Total: \$91.84

Next meeting is first Thursday of December 3, 2015

Respectfully submitted,

Robert T. Pareo Secretary

