



Weare Public Library

10 Paige Memorial Lane

P. O. Box 227

Weare, NH 03281

Phone: (603) 529-2044

Fax: (603) 529-7341

E-mail: wearepl@comcast.net

Board of Trustees

Robert Pare', Chairman

Lee Marcroft, Treasurer

Brenda Cannon, Secretary

Frank Oehlschlaeger, Alternate

Mark Carey, Alternate

Michael Sullivan, Director

-- APPROVED MINUTES --

Minutes

Board of Trustees Meeting

Thursday October 5, 2017

Present: Trustees: Secretary Brenda Cannon, Chairman Robert Pareø, Alternate Mark Carey, Treasurer Lee Marcroft and Director Michael Sullivan. The meeting was called to order at 1:02pm as per RSA 91-A: 1-a.

Acceptance of Minutes:

The meeting minutes from September 7, 2017 were reviewed. Chairman Robert Pare moved to accept the meeting minutes as presented. Treasurer Lee Marcroft seconded the motion. All present were in favor. The meeting minutes were accepted.

Public Session to accept funds:

A public hearing came to order at 1:03pm, per RSA 202-A 4 c. The hearing was held to accept funds from income generating equipment, donations and other income to be placed in the appropriate funds. The library director provided this information in the September 2017 Report to Trustees. Chairman Robert Pareø moved to accept the report; Secretary Brenda Cannon seconded the motion. All present were in favor. The public session ended at 1:06pm.

Director's Report:

The Directorø Report for the month of September 2017 was reviewed. Director Michael Sullivan provided data on the past monthø operations, circulation activity, and staff development. The Director did inform the Trustees that a new printer had been purchased. The Director also went over the service agreement for the printer including expected revenue from printing jobs. Chairman Robert Pareø moved to accept the Directorø report for September 2017. Treasurer Lee Marcroft seconded the motion. All present were in favor.

Old Business:

1. Update on maintenance items

A. Pending items - air conditioning (ac) improvement ó continue to await further information from the vendor

1. Front walk repair ó A vendor has been selected. Required town paperwork has been completed (no building permit required). The vendor will work with the library Director to minimize down time for the library during the repair.

2. Library Signage ó The Chairman Robert Pareø met with the Selectman to present the plan for getting library signage. The Selectman approved the plan; this has now been passed onto the vendor to complete the sign.
3. Furnace tune-up ó This work has been placed completed.
4. Capital Improvement Project (CIP) ó The planning phase was presented to the CIP group. The request was for 4 years of funding to finance site assessment and begin drawings.
5. Library budget ó The draft budget was reviewed with the Trustees. There are no major changes from last year.

New Business:

1. A motion to enter Nonpublic Session was made by Chairman Robert Pareø and seconded by Brenda Cannon at 1:35pm. Pursuant to the authority granted in RSA 91-A: 3, II a roll call vote was taken, Chairman Robert Pareø-yes, Secretary Brenda Cannon-yes, Treasurer Lee Marcroft-yes. Passed 3-0-0. The trustees discussed the performance review for the Library Director.

Under RSA 91-A: 3, III minutes of the nonpublic session were kept.

A motion to leave the nonpublic session and return to public session was made by Chairman Robert Pareø seconded by Secretary Brenda Cannon. A roll call vote was taken, Chairman Robert Pareø-yes, Secretary Brenda Cannon-yes, Treasurer Lee Marcroft-yes. Passed 3-0-0. The public session reconvened at 1:48pm.

2. Financial audit ó The library was one of the groups chosen for a basic financial audit. The Trustees discussed how the Treasurer should perform his job to ensure audit findings are addressed. The Treasurer should be previewing expenditures and the Trustees should be approving. All expenditures should be reviewed at the monthly Trustee meeting.

Action: A response to the audit finding will be prepared and provided to the appropriate group.

No further business to discuss, Chairman Robert Pareø and Secretary Brenda Cannon seconded to adjourn the meeting. All voted in favor 3-0-0. Meeting adjourned at 2:07pm.

Next meeting is Thursday November 2, 2017

Respectfully submitted,
Brenda Cannon, Secretary