



## *Weare Public Library*

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### *Board of Trustees*

Robert Pare', Chairman

Lee Marcroft, Treasurer

Brenda Cannon, Secretary

Mark Carey, Alternate

Alternate

Alternate

Michael Sullivan, Director

## **-- APPROVED MINUTES --**

### **Minutes**

### **Board of Trustees Meeting**

**Thursday July 5, 2018**

**Present:** Trustees: Secretary Brenda Cannon, Chairman Robert Pareø, Alternate Mark Carey and Director Michael Sullivan. The meeting was called to order at 1:01pm as per RSA 91-A: 1-a.

### **Acceptance of Minutes:**

The meeting minutes from June 14, 2018 were reviewed. Chairman Robert Pare moved to accept the meeting minutes as corrected. Alternate Mark Carey 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 1:04pm, per RSA 202-A 4c. No funds were generated from this last period. The library director provided this information in the June 2018 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 1:04pm.

### **Director's Report:**

The Directorø Report for the month of June 2018 was reviewed. Director Michael Sullivan presented data of the past monthø operations, circulation activity and staff development. The Director provided updates on several maintenance issues. The Director informed the Trustees that downloadable e-magazines are now available. Chairman Robert Pareø moved to accept the Directorø report for June 2018. Secretary Brenda Cannon seconded the motion. All present were in favor.

### **Old Business:**

#### **1. Pending items**

A. Senior Transportation presentation ø will remain on pending list

2. Alternate Trustees ø The Selectman have not reviewed the information on the appointment of alternate Trustees. The Chairman of the Trustees will verify that the Town Administrator has submitted all required paperwork to the Selectman and find out when this formally will be addressed by the Selectman.

3. Staffing and hours ø Will continue to work on this issue. The Director informed the Trustees that if Friday hours were added a new full-time staff member would be required. The internal staff may move up to take the additional hours since most are currently part-time employees. The Director will bring budget numbers to the next meeting for Friday staffing.

4. By-laws update ó The Trustees and Alternate Mark Carey voted 3-0-0 to move forward with the updated document. The Secretary will forward the changed document to all Trustees and Alternates with the new effective date.

5. Master plan update ó The Selectmen have not provided an update.

6. Maintenance issues ó these items will remain on the pending list

A. Air conditioning ó The Town Administrator will be asked to forward to the appropriate department.

B. Sawyer Room ó Currently one bid has been presented to the library director, he will continue to try and obtain bids for the repair of this area. All of the Trustees have been asked to provide names/numbers to the Library Director of local vendors who may do this type of work.

C. Electricity ó Pending, vendor has been selected

7. **New Business:**

1. There was a discussion about the electricity supplier for the library. It was not clear if the library can use a different supplier or must use the town supplier. This will be further explored with the Town Administrator.

2. The Trustees Chairman, Robert Pareø and Director Mike Sullivan attended the last library foundation meeting as ex-officio members. This group is adding new members, working on building relationships and trying to meet quarterly.

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 2:00pm.

Next meeting is Thursday August 2, 2018

Respectfully submitted,  
Brenda Cannon, Secretary