

MEETING OF THE BOARD OF TRUSTEES—July 14, 2008

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: Mr. Price called the meeting to order at 4:00 pm.

RECORDING OF ATTENDANCE: (*Roll Call*) Fred Marcell, Ed Price, John Flood, Karen Heist, Sue Hafsrud, Jim Rutala, and Dr. Kathy Taylor.

Library Staff: Christopher Maloney, Leslie Clarke

APPROVAL OF MINUTES: Sue Hafsrud moved and Karen Heist seconded to approve the minutes from the June 9, 2008 board meeting. There was unanimous approval.

TREASURER'S REPORT: Treasurer Flood reviewed current assets and liabilities of the library. Karen Heist moved and Dr. Taylor seconded to pay the bills on the bill list.

PRESIDENT'S REPORT: President Price welcomed new board member Fred Marcell. Mr. Marcell will serve on the personnel, finance, and negotiations committees. Mr. Price requested that a press release be written concerning the current status of the expansion project. He also reported on the July 14, 2008 Friends and Volunteers meeting. He invited other board members to attend these meetings.

DIRECTOR'S REPORT: Mr. Maloney gave an update on the library's HVAC system and a leak in the fiction area. He reported that vents in the HVAC were never insulated. They have now been wrapped with insulation, and the leaking has stopped. Maloney will be meeting with representatives from the Johnson Controls Company and public works on July 15 to find a solution to the problem of temperature control in the building. Training will be done on how to access the controls. Mr. Maloney contacted the Falasca Company about the problem, and he will also contact Concorde Atlantic, since they designed the system. Maloney showed the Board flyers on upcoming library programs. Jennifer Schureman, the new young adult librarian, is having a Batman movie program on July 16. Director Maloney handed out graphs on user statistics showing that statistics are up from last year. At the last Board of Education meeting, someone mentioned summer computer workshops, which we had last year. Mr. Maloney asked last year's teacher, but that person could not do it this year. An instructor could not be found, so no computer classes were held this summer. Chris will attend the next Board of Education meeting to explain that there has been excellent cooperation between the schools and the library.

COMMUNICATIONS: Mr. Maloney passed around correspondence for the Board to review.

BUILDING EXPANSION—Mr Flood reported that Arthur Obrin received the contract, which was passed by city council. On July 23 there will be a meeting with the contractor to get things started. John Flood has a shipping container to be placed near Perry Egan Chevrolet for the library to use during construction. Items can be placed in this container for safety. Mr. Price commended the board for their hard work on the expansion project.

OLD BUSINESS:

- A. Employee Retirement Dinner Payment --Mr. Maloney and Mrs. Clarke are going to reimburse the library for the Great Bay Bill. The Pension bill has not been paid. Mr. Maloney is waiting for our attorney to review it.
- B. Policy Concerning Payments not normally on Bill List—this was passed out by Mr. Price for Board members to review. The policy will be discussed at the next meeting.
- C. The idea of having a camera mounted on the property for monitoring the construction was brought up again. This was tabled before. Greg Foote should find out where the camera could be placed. The public could monitor the progress of the construction. It will also help the Board to see what is happening on the construction site. Mr. Flood said it could go on top of a nearby property that he owns.

NEW BUSINESS:

- A. City Appropriation Payment to the Library – Mr. Price was concerned about receiving appropriations as per our negotiated payment schedule. This happened the day before the appropriation was due. Mr. Rutala apologized for this. It was a matter of cash flow.

- B. Outreach Funding Request: School District—this item was removed from the agenda. Ed spoke with the funding committee and Steve Terhune. This will be reinstated at the next meeting. Ed will have more details at next meeting.

- C. Policy on Fixed Assets disposal—John and Chris went through the library to review our fixed assets. There will be consistency on how things will be disposed of. From start to finish it should take 30 days to dispose of these assets. Sept. 8 is the proposed date of construction. The policy was passed out to board members to review. Dr. Taylor moved and Karen Heist seconded to pass policy. Unanimously carried by roll call vote with the proviso that it only needed one reading to be passed. Chris will begin disposing of items according to the policy. Chris has a list of items to be disposed of.

- D Mr. Marcel brought up idea of people sponsoring a room or office in our new building. This would be a fund raiser. Mr. Price brought up people buying bricks as sponsors. Mr. Rutala said since it is a public building, it would have to go out to bid. The city would have to explore this, not the library board. There is an opportunity for people to buy pavers in honor or memory of someone, since there will be walkways with pavers.

PUBLIC PARTICIPATION: Mr. Jim Hess and Mrs. Nancy Waddell spoke. Mr. Hess suggested recycling the materials left over from the expansion project. Ms. Waddell invited board to come to F & V meetings. She reported on the book sale. Dr. Taylor suggested having a picture taken of the new Board of Trustees as part of positive publicity surrounding our expansion project. Mrs. Heist recommended having a paid advertisement concerning the progress of our expansion to be put in the paper each week.

ADJOURNMENT: A motion to adjourn was made at 5:25 pm by Fred Marcell and seconded by John Flood with all in favor. The next meeting will be held on Monday, August at 4pm.