

## *Cobleigh Public Library Trustees' Minutes*

June 26, 2017 4:30 p.m.

Attending: Jeanne Laughton, Don Welch, Jan Wade, Marty Feltus, Cindy Karasinski

**Minutes** from 5/22/17 – Motion to approve – Jan-1<sup>st</sup> Jeanne-2<sup>nd</sup> - Approved

**Treasurer's Report** – Don noted that the budget is at proportionate levels at the mid-point of the year in all areas. Motion to approve – Jeanne-1<sup>st</sup> Jan-2<sup>nd</sup> – Approved

When reviewing the budget during discussion of payment for the asbestos and furnace projects, it was noted that the report from the Town does not appear to show the income from investments to pay for these projects as well not showing the full expenses. Don will talk with Dawn Dwyer to verify where these numbers are located on the report.

### **Librarian's Report**

The asbestos work has been completed and the furnaces have been put into place. The Fire Marshall conducted an inspection and he has noted that fire code sheetrock has to be installed before the furnaces can be used. Cindy has a list of a few contractors which she will contact for quotes. Due to the Board not meeting in July/August, these bids will be approved via email.

Harris has asked to be paid for the work that they have completed rather than waiting for full payment after the additional sheetrock project is accomplished. The Board made a motion to pay Harris Plumbing and Heating \$8,000 now and pay the remaining balance of \$2,174 once the furnace room meets fire code safety requirements and they can return to complete the project. Motion to approve – Jeanne-1<sup>st</sup> Don-2<sup>nd</sup> – Approved

Cindy shared that she has had two staff meetings regarding the concerns from the recent findings of drug paraphernalia in the Library. After the discussion with staff and other libraries as well, it was decided that the Cobleigh would have a sharps container put into the upstairs bathroom. Cindy will discuss with Chief Harris and/or Calex the possibility of the Cobleigh offering Narcan training to staff.

Lorenzo Whitcomb Paulson will be offer the custodian position and he will start July 5<sup>th</sup>.

The Promise Community Group has decided to develop a web page to be able to post all activities so parents have access and knowledge of all that is available for them to take part in. Another goal is to develop a parent leadership group to provide parents the opportunity to develop civic responsibility in their community. The Group has received a grant for \$150,000.

### **Old Business**

**Asbestos Update** – Cindy has received the reports from Crothers regarding the air quality and full removal of the asbestos.

**By-Laws Amendment – Selection of Trustees** – Don is continuing to work on this project.

## **New Business**

**Custodian Job Description** - Motion was made to change the last line of this job description to “Look at repair budget with supervisor.” Motion to approve – Don-1<sup>st</sup> Jeanne-2<sup>nd</sup> - Approved

Cindy noted that Abby Johnson would like to have her job title changed to Youth Services Librarian. Motion to approve – Jan -1<sup>st</sup> Don-2<sup>nd</sup> - Approved

**Kingdom East Supervisory Union** – Cindy wanted to make the Board aware of changes that could occur for the Bookmobile with this merger including possible extended travel as two schools that have joined the merger are Concord and Lunenburg. This should mean additional funding for the Bookmobile as well.

*Next meeting will be September 25, 2017.* Don noted that the process of filling the six committees will need to be part of the September meeting. These committees are: Budget; Building; Evaluations; Fundraising; Policy & Procedure; Technology.

Meeting adjourned at 5:30.

*Respectfully submitted by Jan Wade*