

DPL Trustees Meeting

April 13, 2016

DPL Oyster River Room

DRAFT

Trustees in attendance: Jenna Roberts, Roni Pekins, Charlotte Ramsay, Carolyn Singer, Susan Roman, Nancy Webb, and Dianne Thompson, Bill (arrived 7:02)

Staff in attendance: Tom Madden

1) 6:55pm Chair Roberts called the meeting to order.

2) **A motion to accept the agenda as amended was made by Susan with a second by Charlotte Ramsey – unanimous**

- Amendment: Move Advancement business earlier in the agenda after public comments

3) **A motion to accept the March 2016 minutes as corrected was made by Charlotte with a second by Susan Roman – unanimous.**

4) Public comments, correspondence or feedback—None

5) Nominations and election of officers

- Jenna was nominated as chair, Charlotte as vice-chair, and Bill as treasurer.
- **Susan moved that the slate be accepted and Carolyn seconded--Unanimous**

6) Chair Updates

- Upcoming schedule and agenda for next workshop meeting and expectations-
 - Change of dates for meetings – presented by Jenna.
 - For May 4 meeting we need to finalize annual appeal
 - ACTION ITEM: Tom needs to get wish list from staff.
- Discussion with town to date – Jenna and Bill met with town officials in two meetings to discuss converting funds to capital savings plan (building maintenance fund).
 - It was suggested that we may want to consider turning the endowment fund into another type of fund or change its purpose. Originally this was annual appeal money.
 - Susan said this is a question for the NH Charitable Trust.
 - For endowment fund, we can only use interest so unless it grows, can we roll it over into another fund.
 - **Motion made to explore options for use of the endowment fund (motion made by Charlotte – second by Bill). Unanimous vote.**
 - Bill proposed that we should come up with some ideas for use of our funds that were raised for the building of the library.
 - ACTION ITEM: Jenna and Bill will explore options with NH Charitable Trust.
 - April 18 presentation at the town council meeting – any of us can be there should and if we can get friends to support us, we should.

7) Treasurer's Report submitted by Bill Schoonmaker.

- In the future, we should include language in the appeal letter to make sure donors know that if their check is received after the date of the end of the appeal, their donation will go to the next appeal.
- **A motion to accept unanticipated funds of \$1366.04 was made by Susan Roman with a second by Charlotte – unanimous.**
- **A motion to accept expenses of \$475 made by Charlotte, seconded by Carolyn. Unanimous approval**

8) Tom Madden presented the Director's report

- Nell Neal wants us to put a sign up to ask that cars not idle their cars in the parking lot. Tom said that there is a spot up at the front. Who would pay for the signs? Can we explore the language that would be used?
 - **Action Item: Tom will explore language of the sign and sign design.**
- Burma Shave signs used during capital campaign are still in the basement. What does the board want to do with them? If we take the signs off the posts, they would be easier to store.
 - **Action Item: Tom will dismantle and save. Should take picture.**
- Cleanup of basement going on. Liberty Mutual will be coming May 2 to help for a day and will take junk from basement and work outside and in rain garden. We will get everything in basement off floor and put on shelving. Can organize and label items in basement.
- Story Time Walks: Lisa wants to create stations around rain garden with sections from books. Can be changed. Will appeal to families to go outside and see stations. It was suggested that we consider font size and height to make sure the stations are readable. We have \$833 left in Sybil Carlson fund that can be used.
 - Consensus that it was a good idea.
 - **Action Item: Tom will get pricing.**
- Tom's summer plans are not set yet—not anticipating taking vacation until fall.
- We will be switching restroom signs to unisex signs. We already have five (and five bathrooms).
- Barrington Library Foundation members are coming tomorrow to talk about our experience of building a new library.

9) Board Business

- Pilot Phase of survey was successful with the exception of the multiple user problem.
 - Consensus to proceed with the survey.
- Looking at the budget, we don't need to pay Survey Monkey or the pizza incentive for middle schoolers. We also don't need to spend \$500 for printing of surveys.
 - We want to encourage people to take it online.
 - We will make 50 copies of each survey.
 - Would still like to find someone to code findings and write report .
 - Should ask Nancy if there are more resources to find someone to write report. Put printing costs at \$100.
 - **Action Item:** Need someone to do the coding—Jenna will follow up with some UNH professors or students
 - **Motion made by Charlotte to spend up to \$1200 on total budget, including \$750 for coding the report. Second by Bill. Unanimous vote.**
- Survey & Timeline
 - Staff are encouraged to take survey anonymously
 - **After results are compiled, we will have staff focus group , July 11, staff meeting date, before we present and discuss conclusions at our August BOD meeting.**

- June 22 BOD workshop we will discuss survey results.
- We expect survey to go live April 4-20.
 - Tom will put link on library newsletter and on the public stations as well as the library website.
 - Tom will also ask Todd to put it onto the Friday updates on the 22nd.
 - Need signage by checkout to ask if they have taken the survey.
 - Tom will do e-blast to enews list.
 - Start date is April 20 and end date is May 13.
- Task List –

Roni will contact librarian at high school to encourage students to take survey.
Can Lisa contact elementary librarians to encourage students to take survey?
Roni will get surveys printed.
Nancy will get bookmark. Bill will partner with this.
Need to find someone to code findings and write report: Susan and Jenna will ask contacts and Dianne will ask Todd Selig.
Jenna will write verbiage for promoting survey.
- Workshop meeting expectations discussion.
 - Question about the vote at the March 30 workshop regarding hours.
 - In workshop meetings, we should not be taking binding votes unless it is an emergency situation.
 - If this is so, the Chair should be notified prior to the meeting.
 - Going forward, workshops will be topic based unless an emergency situation arises.

10) Friends report was given by Charlotte Ramsay- Friends would like to suggest collection be part of the next. Friends are having their 20th anniversary celebration this year. Will have display and photos.

11) 9:10 pm a **motion** to adjourn was made by **Bill** with a second by **Charlotte** - **unanimous**.