



Milton Free Public Library

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Milton Free Public Library Trustees Minutes December 11, 2014

Attendees: Laurie Palmeira, Les Elder, John Katwick, Betsy Baker, Larry Brown

The meeting was called to order at 6:00 PM by Les Elder.

John Katwick presented an LCHIP restoration manual that he put together for the Trustees. He had worked with Pat Smith on the specific items that will be addressed with the grant monies. Also included in the manual were documents from the LCHIP grant received by Milton Town House as an example of how LCHIP expects the documentation to be completed.

A short discussion took place regarding the library repairs. The roof is expected to be completed in the next few weeks and many smaller items that needed addressing have already been taken care of by Pat Smith and MDPW.

Betsy Baker presented the Librarian's Report. 239 patrons visited the library in November 2014 and 52 patrons utilized the downloadable book consortium. Betsy discussed library security as a police report was made as the front door to the library appeared to have been tampered with. MDPW adjusted the door latching mechanism to ensure that it cannot be tampered with. Betsy informed the Trustees that she will be posting a job for a new assistant librarian as one of her current assistants will be reducing her hours to one day per week. Betsy will post the ad at the Town Hall, The Milton Gazette, etc. Betsy also agreed to send out the agendas for the Trustee meetings moving forward.

Les Elder presented the Treasurer's Report. There is currently \$8,988.91 in the checking account. \$8,000 of that amount is from a grant earmarked for replacement of the handicap access ramp. \$9.15 was removed from the 'guilt jar'. As of December 11, 2014, approximately 85% of the budget has been used leaving approximately \$7,000 left until December 31, 2014.

Les Elder made a motion to approve the meeting minutes from November 6, 2014 and November 18, 2014 as written. Larry Brown seconded. All in favor.

Les Elder made a motion to approve the meeting minutes from November 24, 2014. Larry Brown seconded. All in favor.

Les Elder made a motion for Betsy Baker to explore and choose a notebook computer and tablet that will meet the library's needs up to \$1,500. Laurie Palmeira seconded. All in favor.

Betsy Baker discussed the overdue items at the library. She has been in contact with other libraries around the state inquiring about past due items and their item collection policies. She determined that other libraries have similar overdue item counts and that the present practices of MFPL meet the standards of other comparable libraries.

Larry Brown presented what he had drawn up regarding the telescope lending policy. Betsy will take into consideration his document when drafting a lending policy.

Laurie Palmeira discussed an email that was received from Cynthia Copeland of Strafford County Regional Planning Commission requesting a letter of support from the Trustees for the upcoming EPA Brownfields Assessment Grant. Larry Brown made a motion for Laurie Palmeira to draft a letter to Cynthia Copeland in support of the grant. Les Elder seconded. All in favor.

At 7:10 PM Les Elder moved to enter meeting into non-public session per RSA 91-A:3 II, e for pending litigation and polled each member individually to affirm the vote to enter non-public session. Each member was asked if they agree yes or no to enter non-public. All members agreed 3-0 to enter non-public.

At 7:16 PM Les Elder made a motion to exit the non-public session and Larry Brown seconded. All in favor.

The next meeting of the Library Trustees will be on January 8, 2015 at 6PM at the library.

Larry Brown made a motion to adjourn the meeting at 7:20PM. Les Elder seconded. All in favor.

Les Elder

Laurie Palmeira

Larry Brown