

FINAL

Chesley Memorial Library Trustee Meeting
01/17/2020

Present: Gale Tobbe (GT), Betty Smith (BAS), Irene Kreider (IK), Donna Bunker (DB) and Pat Vaillancourt (PV)

Topic	Discussion	Action
Meeting called to order at 10:15		
Minutes of 12/13/2019		Reviewed and discussed. Heather, the Town Administrator, feels accruals can be carried over from 2019 to 2020 as an exception since they are not correct on paychecks. Patron with Right to Know questions is Debra Holmes (Ward). Audits – DB will request future copies, BAS will give us the 2018 report.
Treasurer's Report		Reviewed and discussed. A patron paid us with a check that was rejected for insufficient funds. DB and staff are working to resolve.
Director's Report		Reviewed and discussed. Patrons were very generous purchasing library supplies via the "wish tree" at Christmas.
Expenditure Report		Reviewed and discussed. DB is questioning 2019 expense deadlines. She has sent email to Betty at Town Hall but has not received an answer.

Requisitions		Signed.
Old Business		
Accruals		GT, DB, Heather, and Betty will be meeting on this. DB questions how these are calculated.
Attorney General Letter re: who is the 'Governing Body' of the CML		<p>This came about because the Selectmen asked the Library Trustees to reduce the library budget by \$10,000, and Trustees questioned how to handle their request.</p> <p>We have a letter from Terry Knowles, Registrar Division of Charitable Trusts dated 03/07/1995 to Lillian Edelmann, President of the NH Library Trustee Assoc.</p> <p>This letter states the library trustees are the 'governing body' of the library.</p> <p>To quote the letter on the position of the Office of the Attorney General: 'Consistent with past practice and based on extensive research, the library trustees are the governing body of the library. Therefore, the librarian, as department head, prepares a budget for submission to the library's governing body, the library trustees. The library trustees then review the budget, make their own recommendations, and submit the library budget directly to the budget committee.'</p>
Book Carts		GT reported she has not heard from the prison until today. It took a long time for the prison to receive the wheels they ordered. The prison plans to deliver them to us after next Friday.

Emergency Lights		DB will follow up with Rick Antoine who is scheduling this with O'Bee's Electric
Personnel Handbook		This discussion was regarding the Termination policy. There is already RSA202-A:17 to address this and we will go by it. In addition, we will ask if the exiting employee would like an Exit Interview.
Termination / Exit interviews		We will follow the existing RSA and ask if the employee would like an exit interview.
New Business		
Annual Report		DB has completed the CML write up. Nice job!
Audit		We reviewed a draft audit letter dated 10/22/2019. The auditors state that 'payments made with a credit card do not have appropriate supporting documentation.' It is our procedure to submit the credit card receipts to Town Hall and keep other detail information on the charges in the Library's financial records. We will change our procedure to ensure the documentation is in our files matches what is submitted to Town Hall.
Budget Public Hearing		Discussed. Public Hearing for the Town was 01/15 and the School was 01/16.

Check		See Treasurer's report. This is regarding the patron who paid us by check and the check was returned due to insufficient funds. Motion made BAS/GT— BAS will write her a letter, tell her she has one more chance to settle with us by a certain date, and say after that we will discuss this with the police. Quote the RSA on this in the letter. Motion carried 3-0
Equipment		This was regarding income generating equipment and we don't have any.
Furnace		Trustees requested bids for these items. Dollar amounts from the responses are rounded numbers: Furnace \$7800 Fire doors \$3500 Book Return \$6300 The furnace and fire doors are to be paid out of the Facilities Committee Expendable Trust Fund. Trustees removed the Book Return from consideration. The new furnace project needs to be a priority as it isn't working properly right now. Our painting and paving projects are not in the 2020 budget because they are a carryover from 2019 budget..
Staff Party		Date set for a 02/29/2020 Winter Social to begin at 1:00.
Water Barrier		DB says Fire Chief has not gotten back to her on this so Gale will dispose of the old barrier.

Next Meeting 02/07/2020		
Requested Agenda Item: Security Cameras		
Adjourned 12:55		
Respectfully Submitted, Patricia R. Vaillancourt Recording Secretary		