

**Allenstown Public Library
Meeting of the Board of Trustees
August 14, 2014**

Call to Order

Present: Pauline Boutin, Kim Carbonneau, JoAnne Dufort,

Acceptance of Minutes: Motion to accept the July 31 made by Pauline, seconded by Joanne. Motion passed.

Acceptance of Agenda: Motion to accept the agenda was made Joanne, seconded by Pauline. Motion passed.

Budget

2014 Budget Review: The budget balance remains at \$18,562. The balance of the grant account is \$8,001.09. The non-lapsing budget amount is \$956.45, The erate rebate is still pending.

- Hunt Foundation Grant: The account has been open. A letter of receipt has been drafted to the Foundation.
- \$600.00 will need to be transferred from the budget account to the grant account. Two purchases were paid by the grant account in error. In order to have the appropriate funds to fulfill the financial obligations of the grant, funds must be reallocated.

Building & Maintenance

- Efficiency project: Tabled until the rest of the Grant projects are finished. Must be completed by April 18, 2015.

Library Director's Report (given by Pauline in Amber's absence)

- Jesse Croft: Kim will draft a letter to Jesse informing him that he will be hired as soon as a new director is secured.
- Policy Review: The Trustees will each take a copy of the Employee handbook to review before the interviews.
- Technology Update: Two of the three computers are now operational with Windows 7. The final one is at Best Buy and will be ready soon.
- Patron management system: Purchased but on hold until we figure out the Windows problem.
- Summer Reading program: The culminating celebration will be held Saturday, August 16. Amber and Pauline will be in attendance to assist.

Old Business

- Mrs. Plourde's Memorial: The date has been tabled until there is a new director.
- HTG Program (Humanities to Go) grant approval was received.
A Walk Back in Time: The Secrets of Cellar Holes, 9/25/2014, 6pm
Our share will be \$35. Armand Verville has been contacted for guidance with this project.
- Window restoration: The Moose Plate Grant has been awarded to us for \$10,000. Shaun has been contacted about the insurance which is all set. Paperwork must be signed. We will contact Winn Mountain to update the quote. Pauline made a motion and Joanne seconded it to authorize Kim, as secretary of the Trustees, to complete the municipality portion of the grant paperwork. Motion passed. Kim made a motion and Joanne seconded it to authorize Pauline, as chairperson of the Trustees, to enter into the grant agreement for the window restoration grant. Motion passed.
- The Employee Handbook was reviewed. Amendments were made to the benefits page and a

revised booklet was printed for the new director. Rose and Patty will be advised of the change and update their signature page before the next meeting.

New Business:

- Library hours T TH F 1-7, Sat 10-2 2 hours for grant writing beginning when the new director begins. (This is a change from the last meeting. change is opening at 1 instead of 12.
- After deliberation of the three candidates. A candidate was accepted by the board. Pauline will call and offer her the position. Kim will write letters to the other candidates.

Next Meeting: September 18, 2014 @3:30