

**Allenstown Public Library  
Meeting of the Board of Trustees  
December 18, 2014**

**Call to Order**

Present: Pauline Boutin, Kim Carbonneau, Joanne Dufort, Library Director Debbi Lambert

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

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

**Budget**

2014 Budget Review: The remaining budget balance is \$3,255.70. The balance of the grant account is \$4,872.68 that reflects the moose plate money for the windows (50%). The non-lapsing budget amount is \$1,212.51.

- Motion to encumber the surplus 2014 expenses for the purpose of purchasing supplies was made by Joanne and seconded by Pauline. Motion passed.
- The erate rebate is still pending.
- Hunt Foundation Grant: There is a balance of \$3,356.51 from the Hunt project. This reflects a \$16.00 credit for maintenance fees from the bank. Outstanding jobs are to wrap the pipes, pay the library portion of the insulation, and get the boundary survey. G & O has yet to respond for the pipe wrap quote.
- The accounts have been reorganized with no maintenance fees.

**Building & Maintenance**

- Efficiency project: After Christmas, Deb will contact the insulation company to begin the insulation project. Must be completed by April 18, 2015.
- Deb shoveled twice and put in for 2 extra hours. The expectation is that the walkways will be clear ½ hour prior to opening. Deb ordered ice melt from Amazon.
- We need to contact an electrician to put a light on the flag. Deb will look for the name of the electrician who put in the outside outlet.

**Library Director's Report**

- A community facilities grant may be available for next year from the USDA. Any renovations must be approved by the NH Division of Historical Resources.
- Another grant has been submitted.
- New programs will be advertised in the Banner the Tuesday after Christmas. No sign ups yet.
- New payroll system training was held last Thursday. Checkmate is the system and it will begin the 12/21 payroll. Deb also attended the loss management meeting.
- There was a Friends meeting on 12/13. Two members attended. They have some things for sale that will be displayed at the library. They are looking for ways to attract more members.

**Old Business**

- Window restoration: Tabled until insulation is done.

- Holiday Night of Lights was held Dec. 6. Despite the weather, it was attended by just over 60 people.
- The new hours have been well-received. Deb has changed the phone message and website and has bookmarks with the new hours on them.

**New Business:**

- Deb provided a copy of the annual report for Trustee review. The final draft will be submitted to the Town Administrator.

Next Meeting: January 15 at 3:30