

**Allenstown Public Library
Meeting of the Board of Trustees
59 Main Street
Allenstown, NH 03275**

May 21, 2019

The May 21, 2019 meeting of the Allenstown Public Library Board of Trustees was called to order at 5:10 pm

Present: Betsi Randlett, Mike McGeehan, JoAnn DuFort, Kathleen Pelissier, Jeff Venegas

Jeff motioned to accept the last month's minutes, seconded by Kathleen and passed.

Director's Report:

- Discussion about repairing the front ramp occurred.
- Jeff stated he would look at the burnt out outside light.
- Mike will look into getting a hydraulic pump to remedy the slamming screen door.
- Jeff suggested adding a budget line for training.
- Jeff motioned and Kathleen seconded approving \$85 for Betsi to attend ADA training. Passed.
- Mike will follow up on getting a date for a Bee Keeping demonstration.
- Betsi has received approximately \$3000 in donations and grants this year.
- Betsi has put together a star gazing kits that patrons may check out (1 week at a time). Children will be rewarded with tickets for using it.
- We are low on library cards. Betsi will connect with Staples to see what they may have to remedy this shortage.
- Kathleen will create a binder for bank deposits/statements/receipts which will be kept at the library.
- Discussion occurred about the recent audit, Betsi thinks it went well.
- Kathleen volunteered to contact the Highway Department to see if they would clean up the yard.

Old Business:

- Jeff will ask around for help getting the pulley attached to top of the flagpole.
- Jeff will repair the handicapped parking sign.
- Landscaping was discussed and Jeff said he would price mulch.
- Betsi is still pursuing becoming a Notary Public.
- Kathleen reported that the library is bonded and insured through the town.
- Worksmart HR has volunteered to create employee handbooks for free.
- Library is welcome to submit to the town's quarterly newsletter.
- Discussed quarterly disbursement of funds. Kathleen will work with Debbie (?) to try to get a stable schedule.

New Business:

- Discussion of having a Policy Review Subcommittee to review policies online. Formal review to occur this Autumn.
- Betsi is still trying to get MS Word via Tech Soup account, but they will not allow her an account as there is one already open for the library under the previous Director.

Next Meeting:

- The library plans to reach out to the Senior Center.
- We will continue to improve overall community interactions.
- Betsi will thank our donors on the APL website.
- Possibly find a new place for the library and use the existing structure for an historical display.
- Possibly do a library Motorcycle run to raise money and awareness.

Informational:

- There will be a story on WMUR news about library safety at 11 p.m., 5/22/19
- At approximately 6:10, per RSA 91-A3 IIa, Jeff motioned and Kathleen seconded going into non-public mode to discuss personnel items.
- At approximately 6:35, Jeff motioned and Kathleen seconded sealing the non-public minutes.
- At approximately 6:36, per RSA 91-A3 IIa, Jeff motioned and Kathleen seconded going back into public mode to discuss personnel items.
- Next meeting is scheduled for 6/18/19 at 5 p.m.
- Meeting adjourned at 6:45 p.m.

Minutes submitted by Mike McGeehan