



Minutes of the Library Board of Trustees August 2022

Present: Marti Wolf, Melissa Harvey, Robin Winslow, Dick Backus, Betsy Whitman, Kate Fitzpatrick, Dick Jardine, Barbara Ballou (Acting Assistant Director)

Absent: Jennifer Allocca

Guest: John Fladd

Meeting Called to Order by Marti Wolf at 7:04pm

Review and approval of prior minutes: June meeting minutes were unanimously approved by the board. Minutes will be posted to the Board of Trustees web page and the Binder of Minutes now available at the library front desk.

Resignation: Dick Jardine formally submitted his resignation as a trustee/secretary. Marti and Trustees thanked Dick for his service to the board after which Dick departed the meeting.

Appointment: Marti explained the process to fill this vacancy outlined in RSA 699.75. Dick Backus nominated (Alternate) Robin to fill the trustee vacancy until town elections in March 2023 which was seconded by Kate. The board unanimously agreed.

Treasurer Reports: In Jennifer's absence, Marti summarized the report which had already been reviewed by the board. Report unanimously accepted by the board and attached to minutes.

Acting Director's Report: The report, attached to agenda, had already been reviewed by the board. Barbara further notified the board of the intention to close the library on the Saturday of Labor Day Weekend in addition to the Monday holiday closing.

Friends Reports: Betsy reported the following:

- Book sale scheduled for 9/17/22 with a tent to be erected on site. Books sales will be by donation this year. The difficulties in finding places to take large numbers of donated books not sold was noted. Discussion ensued regarding cleaning out the shed on the same date. Recommendation was made to do this at an alternative time.

- Request from Susan Carr for Trustees to host “Voter Information nights”
Trustees had no objection to the use of the Russell Room for two nights but did not believe they should host the events.
- Bea Pierce bench dedication to be held 9/8/22 at 5:30pm. A tree will also be planted at a later date. The planting site is to be coordinated with the board so as to not impede building access, expansion or underground utilities.

Old Business:

- Kate advised the human resource manual is complete for content but requires some additional editing by Marti and Kate before presentation to the board. Manual will then be submitted to the outside HR consultant for final review.
- Kate advised the Board of Trustees Plaque is ready for pickup
- Dick advised the painting and powerwashing of the building is complete.
- Robin presented the final draft of the Collection/Activity Policy. Board voted unanimously to adopt this policy with a wording clarification suggested by Melissa.

New Business:

- Replacement of Secretary: Robin expressed interest in taking over this position. The board unanimously agreed to approve Robin as Secretary once her status from alternate to Trustee is official. In the meantime she will assist with taking meeting minutes.
- Recruiting Alternates: Various recommendations presented. Kate will work on creating flyer for posting in various locations encouraging community members to become alternates. John Fladd attended this meeting in hopes of learning more about the board as he is interested in becoming an alternate.
- Trustees agreed board meetings will continue on the third Tuesday of the month and will return to the small conference room. Marti will be distributing material ahead of meetings for members to review in order to maximize our time.
- Policy Creation/Review: The following policies to be developed next: Room reservation and usage, Alcohol usage on premises, and laptop usage as the library is ready to put laptops into circulation.
- Purchase of Plaque for Sarah Chapman’s portrait. Kate to handle
- Staff job descriptions are needed. Need to look at who is doing what. Input from all staff is vital to the success of this project.
- Possible building enhancements discussed to allow for more shelving in children’s and teen’s areas. Marti and John Fladd will meet to draft initial plan
- Budget Process begins in September. Everyone (library staff, director, trustees) will have input. Dick B is gathering information on maintenance projects that need to be considered.

Marti advised of two personnel matters that should be discussed in non-public. Motion made by Betsy to go into non-public session and seconded by Dick. All members in favor. Barbara Ballou was excused.

Motion made to end non-public session and return to public session.
Vote taken in non-public regarding compensation was confirmed.

At 8:37 pm Betsy made a motion to adjourn the meeting and this was seconded by Kate. All were in favor.

Next Meeting: September 20, 2022 7:00pm, small conference room

Respectfully Submitted:
Robin Winslow