



## **MINUTES FOR LIBRARY TRUSTEES MEETING**

February 24, 2020

**Present:** William Gould, Dick Backus, Craig Anderson, Sarah Chapman, Lorraine McKim, Jennifer Allocca, Deb Jardine, Betsy Whitman, Dick Jardine, Dan MacDonald.

### **Generator for emergency power**

- Dan MacDonald led a discussion, beginning by reviewing a previous planned purchase of a 50KW generator with a cost estimate of \$33K shortly after the new Library was built. The Library space has been considered as a part of the Town's emergency management plan.
- An emergency management grant from the State is possible with a 50/50 match, and the estimated cost may be approximately \$45K. There is no pressure on the timing of the grant application, as the grant under consideration can be applied for throughout the year. Dan is willing to work with the State, and to work to obtain the best price.
- The Board agreed to let Dan investigate and obtain a proposal. Dan will be invited back in April to discuss what he has learned and provide more specifics.
- Bill pointed out that the Foundation has \$27K, most of which has been allocated to paying for the solar panels. Alternatives for funding need to be explored for the \$25K we may need to procure a generator.

### **Review and approve prior minutes**

The January minutes were approved by the Board.

### **Treasurer's Reports**

- Since there is no Town-approved annual budget yet, Bill presented expenditures for January without a budget comparison.
- Income from trust funds/dividends totalled \$1,735.
- Bill discussed the default budget. Freezing salaries take \$8,800 of the shortfall. That means \$10K must be taken from other Library budget items. One possibility is cutting hours, e.g., cutting Thursdays and Saturdays would reduce part-time salary expenses and meet the default budget limitations. So if the default budget is enacted, there will necessarily be cuts in Library operations.
- The Treasurer's reports were accepted by the Board.

### **Library Director's Report**

- Sarah provided information on a number of activities:
  - Rennie and Sarah are covering for Stephen.
  - Circulation continues to decrease, to include children's circulation.
  - Project Inform will be at the Library on March 5th at 7, with Town department heads explaining their budget requests at the session.
  - The state legislature voted down the two library bills that the NHLA and NHLTA hoped would be voted down.
  - The alarm system continues to be problematic. The Town has been requested to have the alarm company check the systems more frequently.

- Sarah is working on the state library report, due the middle of March. Measuring WiFi usage is a concern, and requested (but currently not essential) for the report to the state. Sarah will question Alan Treadwell and Dick J. will ask some librarians he knows about accounting for library WiFi usage.

### **Solar Display Project Report**

- The poster for the in-library display can be produced by Brown Graphics for \$50.
- Bill mentioned a tri-fold brochure as another way to publicize the solar project.

### **NHLTA Awards Committee**

- The letter of recommendation nominating Bill Gould as NHLTA Trustee of the Year continues to be strengthened as Trustees and others make suggestions. The letter will be submitted to the NHLTA well before the summer due date, which as of this date has not been posted on the NHLTA web site.

### **Strategic Planning Report**

- Craig provided a handout summarizing funds that might be used to fund strategic plans.
- Included in the handout were a list of questions that we should consider concerning the use of funds we have available.
  - What are the sources of these funds? Their history?
  - What restrictions have been placed on these funds?
  - Who is responsible variously for investing the funds?
  - Who is responsible variously for determining the use of these funds?
  - What various purposes do these funds serve?
  - Are those purposes being served?
  - What role does the board have in creating a vision for how the funds are used, and for sharing that vision with our partners: the Friends, the Foundation, Trust Funds, and Staff.
- A discussion of those questions ensued. Craig argued that not talking about those funds is not a good strategy. Sarah pointed out that the Foundation and the Friends have been typically spending money to enhance, not sustain, Library operations. The Board agreed that further discussion is needed to identify how funds should be allocated consistent with our strategic planning.

### **Human Resources (and Little Free Library) Report**

- As Kate was absent, there was no discussion on the updated human resources policy or the construction of a Little Free Library.

### **Friends Report**

- The Friends are meeting March 3. The Friends donated a new card table and Mahjongg set for the Library.

### **Facilities Report**

- Nothing to report, other than that the water testing continues to be accomplished.

**Other business**

- The voting day is March 10.
- The NHLTA conference is May 12 in Concord.
- The auction is April 4.

The Board adjourned at 8:35.

**Next meeting is March 17, 2020 at 7:00 p.m.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard J. Jardine".

Dick Jardine, Secretary