



Whipple Free Library
There's Always Another Chapter

MINUTES FOR LIBRARY TRUSTEES MEETING

May 18, 2021

Present: William Gould, Sarah Chapman, Dick Backus, Jennifer Allocca, Kate Fitzpatrick, Lorraine McKim, Kim Bock, Betsy Whitman, Dick Jardine.

Review and approve prior minutes

- The April minutes were approved by the Board.
- All members voted approval of those minutes.

Treasurer Reports

- Jennifer reviewed the budget report for May. A new line was added for Building, an amount of about \$500, a one-time annual fee taken out in January or February. The amount will be taken out of part-time payroll.
- The Library continues to trend under budget in many categories, using the default budget from 2020 for comparison.
- Jennifer hopes to look at the origins of existing trust funds to find specific details of their implementation and application.
- All members voted approval of the budget report.

Library Director's Report

- There was discussion of the online Hillstown presentation, and Sarah summarized some of the content.
- Kim attended several sessions of the NHLTA conference and learned much from her participation.
- Sarah reminded us that she has paid for trustees' membership in the NHLTA.
- Barbara has 4 applicants for the summer position.
- There is the possibility that there could be state funds available to purchase an emergency-use generator.
- Bill will talk with Peter about having the Town pay for tick/mosquito protection. Kate is opposed to having spraying because of the environmental impact. The library staff will reconsider current outdoor activity plans based on the ever-changing COVID guidelines. The Trustees voted (4 in favor, 3 opposed) that the Library could spray using the organic alternative. Sarah will check to see if the contract can be cancelled mid-course.
- There was a discussion about Library operating hours, and the discussion will continue based on the results of the June Town budget vote.
- The library expects to receive funds from the state library totalling \$1,646 and Barbara has received a grant for \$500.

Public use of conference rooms

- Organizations and persons choosing to use the library's large conference room (the small conference room will not presently be available) are required to follow the guidelines in the current [Universal Best Practices published by the State of New Hampshire](#), which sometimes differs from the general US CDC guidance as is appropriate for our local conditions. The Library guidelines for meetings in the large library conference room are: limit attendees to 35 people, require masks are to be worn, and maintain six-foot separation. If these guidelines are not followed, all negative consequences are the responsibility of the meeting's sponsor. If more people wish to participate in the event, the main library conference room has the technology available for streaming the meeting. As the State guidance changes, these guidelines will change.

Departures, arrivals, and strategic planning

- Bill mentioned that planning for Sarah's eventual departure as Library Director needs to be addressed.
- Additionally, it is time to revisit the strategic plan to outline priorities for proposed project activities and spending.
- Both items are to be addressed in detail in future meetings.

Project Reports

- Solar Display: The poster and iPad are to be mounted as soon as possible.
- The outdoor patio project brainstorming continues. Roger Dignard is promising to get a quote that involves the use of local contractors.
- The lighting project converting existing lights to LEDs is ongoing.
- Kate has obtained images for the different formats for the proposed trustee plaque. She'll forward the information to the Trustees by email.

Human Resources Report

- The Little Free Library was erected by the Girl Scouts outside the Recreation Department Building. It apparently is getting good use. Well done Kate and the Girl Scouts!

Friends Report

- The Friends of the Library met in the community room on May 11th at 7 p.m, with distancing.
- It is doubtful that the Friends will do the town telephone directory in the near future as they have done in the past.
- Betsy has been tasked by the Friends group to nominate the next president for the Friends of the Library.
- Susan Carr is looking into an online auction as a fundraiser for the Friends.

Facilities Report

- Dick B. is awaiting quotes from contractors for the screening panels. The approximate estimate for the PVC fencing is \$2,500 and \$3,000.

New Business

- Town voting is on June 8th.

- Special thanks to Lorraine McKim for her service on the Board of Trustees this past year. Thanks for all that you have done and continue to do for our town, Lorraine!

The Board adjourned at 8:46 p.m.

Next meeting is June 15, 2021 at 7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard J. Jardine". The signature is written in dark ink on a white background.

Dick Jardine, Secretary