



Minutes of the Library Board of Trustees October 19, 2021

Present: Marti Wolf, Melissa Harvey, Kim Bock, Bill Gould, Sarah Chapman, Jennifer Allocca, Dick Backus, Betsy Whitman, Dick Jardine.

Review and approve prior minutes:

- The September minutes were approved by the Board by unanimous vote.

Treasurer Reports:

- The Library is still under budget for payroll. The projection for the year is that the Library will underspend by about \$47,000 at the current rate
- We are over budget for IT infrastructure, and should consider that when addressing shifting funds.
- Jennifer reviewed the various spreadsheets and addressed any questions.
- There was some discussion of identifying restrictions of trust funds based on source documents originating the funds.
- The treasurer's reports were approved by the board unanimously.

Expansions CIP:

- Bill thanked all those who attended and supported his presentation for the CIP.
- The Library Expansion CIP proposal for \$150,000 was placed in the 2027 CIP.

Budget:

- The Selectboard will be adopting a new grade and step program, so pay for town employees will be changing. The step increases will be 4%.
- This year's budget will be lower than last year's, since lower cost employees have replaced higher-paid staff members who left the Library.
- The Library comes before the Finance Committee on November 4. The expected time for the Library presentation is 6:30ish.

Randy Parker Memorial Bridge:

- The bridge was built in a week, using materials Randy had obtained before his passing, through the efforts of the Conservation Commission.
- The bridge is not yet finished, as much work remains to access and use the bridge.

Ideas for spending money (with responsible agents):

- Handicap accessible doors for the main library entrance (Marti).
- Deep cleaning the furniture (Betsy).
- Materials for a story walk along nearby pathways (Sarah).
- Power washing, painting, and other maintenance actions (Dick Backus).
- Urgency is needed to encumber the funds within two months.

Library Director's Report:

- An anonymous \$500 gift in honor of Barbara Ballou was made to be spent on emotional support books and resources. The Board unanimously accepted the gift.
- The Library received a \$300 grant from the NH State Library for a storytelling program under the storywalk grant program that Barbara Ballou applied for. The Board unanimously accepted the grant.
- The refrigerator repair person returned and installed the new part.
- Our IT contractor suggested new security software called Deep Freeze that they would install on public access computers. The old software caused problems with updates. One computer is still not operational trying to get it to accept updates. He will do install the software next Tuesday.
- The NH State Library is asking for policies on crisis communications. Sarah will provide feedback when the state library provides further information.
- Sarah reviewed the recent NHLTA newsletter.
- The Ancestry and Heritage access is in jeopardy due to funding issues. Our rates may increase as many libraries in the state have not registered to continue access to those genealogical resources.
- Wednesday morning the Roots and Wings school children will be visiting the Library. One group of 4th graders from NBCS was in the Library today.

Strategic Planning

- Progress done toward meeting objectives of the strategic plan:
 - Update a long-range technology, both hardware and software, plan--Dick J: Researched what others have done, to include NH guidance from 20 years ago. Recommend assigning a staff member to work with on the policy development. Sarah suggested including our IT contractor as well. Dick J will email Sarah next week to get contact information for both the contractor and the Library staff member.
 - Enhance digital literacy skills throughout the community--Jennifer: No update.
 - Create a “community engagement effort” to partner with town departments, historical and service societies, churches, and other constituencies--Melissa: No update.
 - Gather data from the community about needs the library can serve to meet--Marti and Dick J: Marti and Dick J. met earlier in the week to discuss data collection activities in support of Library goals. They advocate that any data collection be targeted to specific activities that the Board is willing to make a decision upon based on the analysis of the data obtained. Open-ended, “nice to know”, data collection will not be pursued. Some examples of potential data-driven decisions include the operating hours of the Library, the activities the Library should provide to serve the community (e.g., senior technology classes, adult programming, etc.). We will be working with the Board to identify what actionable questions need answers. Then we will evaluate what information is required and determine the appropriate data collection and analysis methodologies.
 - Plan on transition to new library director--Kate: No update.
 - Plan on transition for new children’s librarian--Marti: No update.
 - Conduct formal performance evaluations annually--Sarah and Kate: No update.
 - Provide opportunities for growth and professional development--Sarah and Kate: In progress as the policy manual is being developed.
 - Demonstrate appreciation for staff--Jennifer and Betsy: Jennifer would like to take the staff out to lunch at a time when the Library is closed to show appreciation and to solicit

input from the Library staff. The Board agreed to support the effort to include paying for the meal(s). Sarah will give Jennifer suggestions for when the staff would be available for such a meeting by Tuesday, October 26th.

- Redesign library space--Marti, Kate and Dick Backus:
 - Expand children's room: The team met with architect Roger Dignard who suggested a "lean-to" addition to the children's room which would increase the square footage without changing the current roof line and thus be more cost effective.
 - Expand staff work space: Marti and Sarah will meet to identify specific needs.
 - Expand teen space: Creation of a larger space dedicated to Teen reading and activities is something Barbara Ballou has requested.
 - Consider addition of patio space--Jennifer and Kate: Contingent on the addition.
 - Study HVAC requirements/alternatives--Dick B: On the advice of Roger Dignard, a transition to mini-splits and heat pumps is recommended when replacing the existing system.
 - Install backup generator--Jennifer: Discussions with Dan MacDonald indicate that an emergency management grant may be available next year. Further action now not needed.
 - Replace worn/damaged equipment, appliances and furnishings--Betsy: Sarah would like to see the furniture reupholstered and Betsy will pursue the cleaning and upholstering costs.
 - Develop learning permaculture garden and educational river-walk path--Melissa and Dick B: No update.
 - Determine the amount of funding for the CIP for the library--Bill: Done!
 - Advocate for the library among community agencies--Betsy: Betsy has been communicating with community agencies and will continue to canvass others and the new town manager.
 - Create a marketing plan for all library services and resources--Marti: In progress.
- Dick J. has solicited input, through the Library Director, email notes from staff addressing the Strategic Plan.

Human Resources:

- Bill sent Kate a list of names of trustees for the dates of service and the specific persons to be included on the trustee memorial plaque.
- Kate has sent to Bill a file with the human resources policy thinking she sent it to all members of the Board. The file was not received by any other Board members. Bill will resend the pdf file to other Board members for their consideration.

Friends' Report

- The Friends are working on a master plan for Bea's garden, a memorial to the late Bea Peirce.
- There will be no Wassail this year.
- The Friends are hoping to encourage younger members of the community to participate in Friends' activities. Kim Bock suggested contacting parent whose kids are part of the Library's programs for children.

Facilities Report:

- None.

New Business:

- None.

The Board adjourned at 8:44 p.m.

The next meeting will be November 16 at 7 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard J. Jardine". The ink is dark and the signature is written in a fluid, connected style.

Dick Jardine