



## **Minutes of the Library Board of Trustees**

**March 15, 2022**

**Present:** Barbara Ballou, Betsy Whitman, Melissa Harvey, Marti Wolf, Robin Winslow, Jennifer Allocca, Dick Backus; also present, Robin Winslow and Wilson Harvey.

### **Election of officers:**

- Marti was elected Chair.
- Jennifer was elected Treasurer.
- Dick J. was elected Secretary.

### **Discussion of reward to Bill for service:**

Members suggested possible ways to commemorate former Board member Bill Gould's years of service.

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

The minutes for the two February meetings were approved by the Board by unanimous vote with the amendment deleting Barbara Ballou from those present at the special meeting on February 27th.

### **Treasurer reports:**

A discrepancy in the reconciling of the checking account is due to Jennifer not receiving figures from Sarah. The budget for heat was higher than expected because of higher propane costs. Barbara noted that the thermostat no longer lowers the temperature when the library is empty. Dick B will look into getting it reprogrammed to lower temperatures during closure hours.

### **Library Director's report:**

Sarah is still doing book orders and will put together the report to the state. She wants the trustees to be aware that the HVAC maintenance contract for the year is \$1,466. It was agreed to continue to use Granite State Plumbing. The NHLTA conference will be in person this year at Concord's Grappone Center. Trustees, particularly new trustees, are encouraged to attend. The library will pay the conference fee for anyone attending. Requests come in to use the Russell Room. While its use is free, people have asked what sort of donation is suggested. Jennifer will look into the typical range of past donations.

### **Acting Assistant Director's report:**

The removal of the mask mandate has gone well. Two applicants for the part-time position have withdrawn, so the search continues. Katy Ballou will assist in the summer program again this year and be given a pay raise. The summer reading program theme is "Oceans of Possibilities". The library will be the community guest at the Farmers' Market on June 18<sup>th</sup> and she asked that Trustees consider attending during some portion of that time to help out.

**Library Director search committee update:**

The search committee circulated a proposed posting for Director of the Library which was approved by the Board. The detailed job description will be posted on the WFL website. The posting will be placed in the *Beacon*, online job sites, NH Library Jobline, and selected college websites. The opening will be posted for 4 to 6 weeks. If no suitable candidates are found, the posting will be reviewed to see if changes are necessary.

**Library Bookkeeper search update:**

As before, Jennifer will continue to pursue finding a bookkeeper to serve both the Library and the Friends of the Library. So far, no one she has contacted is willing to take on the responsibilities.

**Strategic planning retreat:**

Saturday, April 9<sup>th</sup>, was chosen as the day for going over the strategic plan. Kate will be asked to host.

**Permaculture presentation:**

Melissa has contacted several sources on this topic. She reached out to Russ Cohen, the “Johnny Appleseed of Permaculture”. He recommended the introductory course that he presents. He also does walks identifying edible plants, etc. Melissa will get in touch with him and work up a plan. Melissa is also looking into the Babson scholarship.

**Friends report:**

The Antiques Appraisal Night will be May 7<sup>th</sup> in the evening for 2 hours. Entrance fee is \$15. Appraisers have volunteered their services. A potluck supper for staff/trustee get-together will be in late spring. Graham Pendlebury has volunteered to design a table or some other appropriate piece for the memorial for Bea Pierce. Betsy will talk with Dan Garrity about the handyman job.

**Facilities report:**

Dick B will check with Alan Treadwell regarding the new people-counting which Traf-Sys says was delivered to the Library.

The Board meeting adjourned at 8:50 p.m. **The next meeting will be April 19, 2022 at 7 p.m.**

Respectfully submitted,



Dick Jardine