



**Minutes of the Library Board of Trustees  
April 19, 2022**

**Present:** Marti Wolf, Barbara Ballou, Betsy Whitman, Melissa Harvey, Robin Winslow, Jennifer Allocca, Kate Fitzpatrick, Dick Backus and Dick Jardine.

**Motions of some urgency to confirm email polls of members:**

- The board unanimously approved granting admin privileges to Friends president Susan Carr to livestream 'Treasure Appraisal Night.'
- The board unanimously approved a Conservation Committee proposal for the removal of invasive species on Library grounds.

**Review and approve prior minutes:**

The minutes for the March meeting were unanimously approved by the Board.

**Treasurer reports:**

Jennifer worked with Barbara to access QuickBooks and update the Library's financial bookkeeping. Propane costs are higher than anticipated, so heating expenses are more than expected. Underspending in other places over the course of the year, to include salaries, may allow shifting of funds to cover the unexpected fuel expense. Overall, the financial status looks very good. Trust funds have decreased, as expected with this year's stock market losses. The Board approved continuing the acting assistant director's stipend as is. The Treasurer's reports were unanimously approved by the board.

**Acting Assistant Director's report:**

- Marti and Melissa are both registered for the NHLTA conference.
- Kim Mullen has been hired as part-time Library Assistant.
- Summer plans are progressing, and several Teen Nights are planned.
- Kickoff for the Summer Program is scheduled for June 20, and Barbara is working to arrange the Whalemobile as part of the event.
- Allison is planning a History of Joni Mitchell event which includes a lecture and music.
- Two of the new computers are installed for checkout and two for public use.
- Barbara will investigate updating the Library's collection and reconsideration policies, utilizing similar documents prepared at other libraries.
- Jennifer will investigate Amazon Prime for Library use consistent with other town offices.

**Library Director search committee update:**

Three applicants responded, two of whom were selected for interviews next week.

**Library Bookkeeper and Handyman search update:**

- Jennifer has had difficulties finding someone to take on the task of bookkeeper, so she will prepare information to be submitted to the *Beacon* advertising the part-time position.
- Betsy has discussed with Dan Garrity the handyman position and they will continue to coordinate with Don Chapman to identify the role and responsibilities.
- Barbara has been given the resume of another person who may be interested in doing the handyman position.

**Strategic planning retreat:**

Dick J proposed that rather than having a separate retreat that we dedicate the June meeting for an update of current strategic planning initiatives. The Board agreed with that plan.

**Human resources report:**

The manual drafted by the contractor is currently under review by a subcommittee consisting of Kate, Marti, and Dick Jardine. The subcommittee will meet at 8 a.m. to discuss the draft.

**Permaculture presentation:**

Melissa has coordinated a presentation by Russ Cohen on May 11th, from 7 to 9 p.m. at the Library. A walk-around of the grounds with Russ is being explored to take place immediately before the presentation. Ideas for advertising the presentation were discussed.

**Friends report:**

The Antiques Appraisal Night will be May 7<sup>th</sup> in the evening for 2 hours. For anyone wishing to bring an item to the Antiques Appraisal Night, the cost is \$15 for one item and \$25 for two. For those coming to watch, admission is free. Graham Pendlebury and Lynn Lombard selected a stone for the Bea Peirce memorial. There will be an art reception in the Library hallway from 12 to 2 on Thursday, April 21st, at which refreshments will be served. The next Friends meeting is April 26th.

**Facilities report:**

The new fencing is around the HVAC equipment. The painting is finished inside, and Erik Fey will now focus on power-washing and repainting the exterior as needed. If the final bill is more than the amount sequestered, the excess will come from Trustees' funds. At a future date Dick Backus will reprogram all the thermostats.

**Donation:**

A donation of \$200 from the Comeau family was accepted unanimously by the Board.

The Board meeting adjourned at 8:04 p.m. for a non-public discussion of a personnel issue. The Board adjourned at 8:25.

**The next meeting will be March 15, 2022 at 7 p.m.**

Respectfully submitted,

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

Dick Jardine

A personnel matter was discussed in a special non-public session.

The first topic of discussion was Mary's responsibilities. Barbara listed Mary's responsibilities:

- Training new employees
- Weeding the collection
- Managing overdues
- Assisting with scheduling
- Substituting for Ken for ILL.

Because she has more responsibilities, she should be paid more than Allison. Barbara feels she should be scheduled for 20 hours instead of the 15 she now has. Jennifer proposed moving her up to grade 3 step 5 (\$18.53 per hour). Jennifer moved that Mary be paid at that rate starting April 17th. The Board unanimously agreed with that proposal.

Ronna is considering working just 15 hours per week rather than the 25 she now works.

The non-public meeting concluded at 8:19.