



Whipple Free Library

There's Always Another Chapter

Minutes of the Library Board of Trustees

October 21, 2025

Present: Susan Hansen, Christa Snyder, Michael Constance, Jennifer Allocca, Jacob Fields, Tanya Ricker (Library Director), and Candy Brenner (Friends of the Library Liaison)

Absent: Kerri Kelley, John Fladd

Meeting called to order at 7:03 pm by Susan Hansen, Secretary.

Recurring Business:

- **Minutes: Susan**
 - Minutes reviewed from 9/16/25. Motion to accept the minutes as amended by Jennifer Allocca. Motion seconded by Christa Snyder. Vote unanimous.
- **Treasurer's report: Jennifer**
 - Treasurer's Report reviewed. Motion to accept the Treasurer's Report by Christa. Motion seconded by Jacob. Vote unanimous.
- **Friends Report: Candy**
 - On the 10/11 meeting Sue Carr created a SOP for the book sale. This will be repeated for all friends' events.
 - Looking to invite other vendors for events.
 - Voted to support the library rather than creating their own fundraising campaign for estates.
 - Friends will support the cookie exchange on December 13th.
 - They are thinking of elections for next FY officers.
- **Library Director's Report: Tanya**
 - Staff are happy for early closures for holidays.
 - Looking to change from gift bags to an event to celebrate the staff.
 - Shelving has been put up in the community room.
 - Shelving has been put up in the shed, there is debris near the shed, waiting for Transfer station to pick it up.
 - Looking for a new handy man. Will be a 1099 employee, must have their own insurance.
 - A motion was made by Jennifer to add the employment separation language to the Employee Handbook, seconded by Christa.
 - Tanya is still waiting for the quote for the FOB system for the library doors.

- The new copier was installed. The new leasing company charged far less to remove the old machine than the prior company wanted for the return.
 - Tanya requested 4 chairs with arms to assist older patrons.
 - Tanya requested \$2000 for a gazebo. A motion was made by Jacob to purchase a gazebo spending up to \$2000 from the unanticipated account. Seconded by Jennifer. Vote unanimous.
 - Tanya requested the purchase of a retrofit water bottle filler for the water bubbler at a cost of \$879. A motion was made by Christa to purchase the water bottle filler up to \$900 from the unanticipated account, a second by Jennifer. Vote unanimous.
 - Tanya will be out for a minor surgery. She is hoping to be back by November 7.
- **Facilities Maintenance: Jake**
 - The water test will be done soon.
 - Will look at the piping for the water station.

Michael made a motion to enter into a Non-Public session. Christa seconded the motion. Each Trustee was in favor.

At 7:49 pm the trustees entered a Non-Public session under RSA 91-A:3. Personnel Matter.

Jennifer made a motion to end the Non-Public session and return to public session at 8:01 pm. Christa seconded the motion. Each Trustee was in favor.

Business Carried Over from Last Meeting

- Hiring Policy, policy was agreed upon as written. A motion by Jennifer was made to add the hiring policy to the employee handbook as drafted including the RSA language for retaining applications. Seconded by Jacob. Vote unanimous.
- Technology Policy. A motion was made by Jacob to accept the Technology Policy as written. Seconded by Christa. Vote unanimous.
- Goals, Objectives, Actions. A motion was made by Jennifer to accept the document. Seconded by Christa, vote unanimous.
- Bylaws. A motion by Christa was made to accept the bylaws as amended. Seconded by Jennifer. Vote unanimous.
- Tanya's Evaluation needs to be completed by October 29th.

Calendar of Events:

- October 23rd - Budget Meeting - Tanya and Kerri
- November 20th - Trustee Meeting (rescheduled from November 18th)

Motion to adjourn meeting at 8:20pm by Jennifer. Motion seconded by Jacob. All trustees in favor.

Respectfully submitted,

Michael Constance