



Whipple Free Library

There's Always Another Chapter

Minutes of the Library Board of Trustees April 15th, 2025

Present: Kerri Kelley, Jennifer Allocca, John Fladd, Jacob Fields, Susan Hansen, Christa Snyder, Michael Constance, Tanya Ricker (Library Director), and Teri Harkins(Friends of the Library Liaison)

Members of the public: Tania Emerson

Meeting called to order at 7:05 pm by Kerri Kelley, Chair.

Guest Speaker: Tania Emerson - EmerTech

- Gave a demonstration on SharePoint to place all trustees documents into one location for easier sharing and collaboration.

Recurring Business:

- **Friends Report: Teri**
 - Auction: New this year was an online silent auction that was very successful. It was a fun evening with many great items to bid on.
 - Museum Passes: A study was conducted that showed that the passes are well used and are a value to the community.
 - The Friends would like to spend \$5-6000 to purchase items off of the Library's wishlist.
- **Minutes: Susan**
 - March 18th Minutes reviewed. Motion to accept the minutes by Jacob. Motion seconded by Jennifer. Vote unanimous.
- **Treasurer's report: Jennifer**
 - Treasurer's report reviewed. Motion to accept the Treasurer's report by Michael. Motion seconded by John. Vote unanimous.
- **Library Director's Report: Tanya**
 - Katie Coughley, the new Youth Services Librarian started last week.
 - Cybersecurity training for the staff was completed last week.
 - The Library of Things will launch on Monday, April 21st.
 - IMLS funding is still unclear. NH is still receiving funding as normal.
 - Staff members will be attending the upcoming NHLA conference.

- Request to close the library on July 5th since it is a Saturday this year. Motion to approve by Jennifer, Susan second. The vote was unanimous.
- **Facilities Report: Kerri/Tanya/Jake**
 - Jennifer made a motion to approve an annual service for the generator with PowerUp Generator for \$550. Michael seconded the motion. The trustees voted unanimously.
 - Fish Window Cleaning sent a window quote for \$870. The last window cleaning was in 2020. Will postpone for now.
 - Floor cleaning is scheduled.
 - The wooden panels hiding the electrical boxes need to be removed. Nothing can be within 10 feet of the boxes. Jake will remove them.
 - The HVAC units are waiting to be installed. Tanya is currently gathering electrician quotes.

New Business:

- Staff Hiring Policy
 - The trustees need to develop a Staff Hiring Policy. Tanya will draft a policy with assistance from Christa.
- A Memorandum of Understanding (MOU) with the Town of New Boston needs to be created. Jennifer will work on a draft for the MOU.

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

At 8:42 pm the trustees entered a Non-Public session under RSA 91-A:3. Personnel Matter.

Jacob made a motion to end the Non-Public session and return to public session at 8:47 pm. John seconded the motion. Each Trustee was in favor.

Calendar of Events:

- April 17th & 18th – NHLA Conference in Meredith
- May 1st – NHLTA Conference in Manchester
- May 18th at 11:00 - Special Meeting – Review of Strategic Planning and Bylaws
- May 20th – Trustee meeting 7:00 pm
- May 31st – Town Wide celebration for Barbara Ballou 12:00 – 2:00 pm

Motion to adjourn meeting at 8:49 pm by Jennifer. Motion seconded by Michael. All trustees in favor.

Respectfully submitted,
Susan Hansen, Secretary