



Whipple Free Library

There's Always Another Chapter

Minutes of the Library Board of Trustees May 20th, 2025

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

Absent: Jennifer Allocca, John Fladd

Meeting called to order at 7:03 pm by Kerri Kelley, Chair.

Recurring Business:

- **Minutes: Susan**

- March 18th Non-Public Minutes reviewed. Motion to accept the minutes by Christa. Motion seconded by Michael. Vote unanimous.
- April 15th Minutes reviewed. Motion to accept the minutes by Michael. Motion seconded by Jake. Vote unanimous.
- April 15th Non-Public Minutes reviewed. Motion to accept the minutes by Jake. Motion seconded by Michael. Vote unanimous.
- May 18th Minutes reviewed. Motion to accept the minutes by Jake. Motion seconded by Christa. Vote unanimous.

- **Treasurer's report: Jennifer (absent)**

- Treasurer's report submitted by Jennifer but will be reviewed at the next meeting.
- Notes from Jennifer:
 - Cyberoptik was funded from the unanticipated account for \$1750.
 - The budget has been updated from the 2025 Default to the 2025 Operating Budget that passed at town vote.

- **Library Director's Report: Tanya**

- HVAC is currently being replaced. The monitor for the smoke duct will be moved.
- Tanya visited the Friends meeting and the Friends approved \$5000 to purchase items on the library wish list such as new table and chairs for the conference room and chairs for the children's room.
- Tanya is seeking a quote to paint the conference room from Erik Fey.
- \$348 in donations was collected by the Mahjong Club and gifted to the library.
- The new website has been mapped out & should be ready in 4 weeks. The website will go live at the end of August along with Assabet.
- Tanya is seeking copy machine quotes.
- Goffstown Lock and Key suggests replacing building locks and will send a quote.

- Local groups were reminded that meetings held at the library cannot be held privately.
- Staff reviews will be postponed until fall to better align with the town budget & library programming.
- The NHLA conference was very informative.
- The library is working on a plan to redesign the teen room.
- **Friends Report**
 - \$6302 was raised at the auction.
 - Tanya presented the library wishlist at the May meeting. The Friends approved \$5000 for spending on the wishlist.
 - Book Sale date: Sept 13th
- **Facilities Report: Jake**
 - Water test complete. Nelson Analytic Lab completed the testing.

Business Carried Over from Last Meeting

- Strategic Planning & By-laws will be reviewed next month.
- HVAC Update
 - A Pro Electric's electrician, Austin Provencher will complete the electrical work required for installing the HVAC for \$4625.
- Staff Hiring Policy will be reviewed next month.
- MOU with Town of New Boston is in progress.
- Tanya requested the creation of a policy on tech help and IT services to clarify which services the library will and will not provide.
- NHLTA Conference
 - Kerri provided feedback about the conference. Files have been uploaded to SharePoint for trustee review.
- Going forward SharePoint will be used for the trustees' reports and file storage.

New Business:

- Troop 99 Eagle Scout Court of Honor will be held May 31st around the Cub Scout campfire ring. The trustees approve of the event with the requirement that Troop 99 obtains a fire permit prior to the event.

Calendar of Events:

- May 31st – Town Wide celebration for Barbara Ballou 12:00–2:00 pm
- June 7th – Touch-a-Truck @ NBCS 1:00-3:00pm
- June 17th – Trustee meeting 7:00 pm

Motion to adjourn meeting at 7:54 pm by Susan. Motion seconded by Michael. All trustees in favor.

Respectfully submitted,
Susan Hansen, Secretary

Recurring Business:

- Minutes - Review and Vote
-
- Susan
- Amend April 2024 minutes
-
-
- Kerri
-
-
-
-
-
-
-
- Treasurer's Reports - Review and Vote
- Jennifer
-
-
-
-
-
-
- Library Director's Report
-
-
- Tanya
- Friends Report
-

-
-
- Candy
- Facilities Maintenance
-
-
- Jake

Business Carried Over From Last Meeting:

- HVAC update
- Building Rekey
- July 15th meeting

New Business:

- Fish window cleaning contract
- Friends Bylaws
-
-
- Any other business

Non-Public Session – Pursuant to RSA 91-A:3

Nothing scheduled

Calendar of Events:

- July 4th & 5th – Library closed
- August 19th – Trustee meeting 7:00 pm