

**Board of Trustees Meeting,
November 16, 2023**

PRESENT: John Buckley, Chair; Sally Bartlett, Vice Chair, Sherry Wakefield, Treasurer; Jack Weekes [online]; Peter Olsen; Kim Lefebve; Jane Harrington; Nancy Cole; and Brittany Durgin, Library Director

Call to Order: 9:05 am
Pledge of Allegiance

ROTATION OF SECRETARY ROLE: December recording secretary will be **Kim**

Secretary's Report:

John asked for clarification on the discretionary amount that was decided on for Brittany's use. It is up to \$500.00 per purchase.

Sherry moved to accept the minutes-Sally seconded-unanimously approved.

TREASURER'S REPORT:

Sherry reported that everything was in good shape with salaries and expenses. Sally moved to accept the treasurer's report -Nancy seconded- unanimously approved. Sherry mentioned that we had few donations but that we had received a \$200.00 cash donation from a patron with no restrictions. Jane moved to accept-Kim seconded -all approved.

No news from the auditors yet.

Sherry discussed the various options on the CDs that need to be rolled over. Jane moved that we stay with Meredith Savings Bank 11-month CD at 4.5%. Nancy seconded -all approved.

LIBRARIAN'S REPORT:

Librarian's Report: previously submitted online mentioning all the varied programs now being offered by the MPL. Brittany and Sherry have spent many hours researching previous years budgets in order to come up with the draft for this year's budget. The 1st draft budget is due this year on December 15th and ready to be presented to the ABC and the BoS by January. Sally and Brittany have created a calendar to help us prioritize and be aware of our annual deadlines.

After inquiring what a possible wage adjustment will be for town employees, it was determined that a 4% wage adjustment for library employees seems appropriate. Much

discussion ensued concerning the 24/25 Budget as to where, what and how much of our funds would be used to pay for what exactly.

We will cut the amount for maintenance to \$5,000, recognizing the town's willingness to assist with maintenance duties.

Peter pointed out that it is a fine balance between what falls into "serious repairs" or "total replacements," therefore it was decided that we need to ask for more money for the Capital Improvements warrant article and not keep using money from our maintenance budgets for these extremely expensive projects.

Brittany explained that line items in the budget breakdown helps to show prior year expenses, and so that illustrates our need to ask for increased funds etc.

It was agreed that the budget must show the impact of inflation.

Brittany brought up our unsatisfactory situation with building maintenance, including inspection of the fire extinguishers, safety issues, lack of heat etc. The town's involvement is yet to be specified in an MOU. A draft MOU is completed and will be reviewed. Jack suggested that we still hold out the possibility of hiring the interested candidate for the maintenance position.

Brittany also discussed that line items for repairing books, additional downloadable books and digital resources like Consumer Reports online have been added due to patron's requests and needs. It was suggested that an additional line item for furniture at \$1,000.00. be added for now but to use monies from the Trustees Fund to supplement. The 1st draft of the furniture plan has been drawn up, but no estimates have been researched.

John asked Brittany to include and revise the budget changes discussed and get them to the Trustees for a meeting on the 30th at 1:00 pm to vote on the Budget draft.

YOUTH LIBRARIAN REPORT: Report previously submitted online.

COMMITTEE REPORTS:

Technology: Discussion on the phone systems continued. The new phone system would cost approximately \$900 more a year to switch to an internet-based phone system but will come with useful programmable software which would vastly improve our library service. It was noted that a new switch that is needed as part of the new phone system be added on at the cost of \$699 and be purchased. Jane so moved-Kim seconded-all approved.

Personnel: Brittany had Sharon & Jo-Ann interview a candidate, Reese Lincoln, for the position of Library Page. The job would include working every Saturday and every Thursday evening for a total of 7 hrs a week at \$12.00/hour. John moved to hire Reese Lincoln-Sherry seconded-all approved.

Grounds & Arts: Art has been scheduled for the Community Room through all of 2024. The display case has been booked for the next 6 months. Nancy noted that the Fall clean-up was not done by Miracle Farms. We will need to contact Bartlett trees to do some pruning next year. Peter volunteered that he and Ralph would make the wreaths for the outside columns, saving the library some \$300.

Friends: The annual Holiday Open House will be held on December 8th from 11:00 to 1:30. This is a joint event with the Friends of the Library, which includes the staff and the Trustees. The Trustees should plan on attending and contributing.

Capital Improvements: Will be meeting next week; Brittany plans to attend the CIPC Meeting next week just to let them know that we are meeting with Control Technologies & DPW to work on a long-range plan for replacement for our HVAC. We will be submitting capital projects in the future. We are looking forward to working with them etc.

OLD BUSINESS: The sign discussion got tabled until the next meeting. The need for non-glare glass was mentioned. We did receive a quote from Advantage signs. The discussion on Collection Principles got tabled to next meeting. Jack stressed that all staff & Trustees need to be clear about what our message is and our “policy” message whenever dealing with the public.

NEW BUSINESS:

Peter’s nephew, Sean, is a survey specialist at UNH and has received approval to conduct a survey for our library for free. The Portsmouth Library survey results are an example of Sean’s work. He and Brittany did meet up online. Sean will come back to us with a rough estimate of what the cost of doing the survey for 500 or 1,000 households will be. The timing would be approximately in the summer as we have much preliminary work to do.

Peter moved to adjourn the Meeting at 11:13-Sherry seconded -all approved.

Next Trustee meeting will be on held on Thursday, December, 21, 2023

Respectfully submitted,
Jane Harrington