



## Minutes of the Library Board of Trustees November 2022

**Present:** Marti Wolf, Jennifer Allocca, Robin Winslow, Dick Backus, Melissa Harvey, John Fladd (Alternate), Tanya Ricker (Library Director)

**Absent:** Kate Fitzpatrick, Betsy Whitmann

Meeting Called to Order by Marti Wolf at 7:00pm

**Review and approval of October Minutes:** Jennifer Allocca made a motion to approve the October minutes, motion seconded by John Fladd. Minutes unanimously approved. Melissa made a motion to approve the minutes of the Special Meeting held October 25th non-public, John seconded and all approved. Dick made a motion to approve the minutes of the Special Meeting held October 25th public, Jennifer seconded and all approved.

**Library Director's Report:** Tanya had disseminated the report to all board members prior to the meeting for review. Robin asked Tanya if she could include the outside groups that use the Russell Community Room and the Conference Room as part of her monthly report. Tanya agreed and advised if there is any other information that the Board would like to have included to please let her know.

**Treasurer's Report:** Jennifer reviewed the report and advised that as we moved towards the end of the fiscal year all outstanding bills should be paid as soon as possible. All items or contracts that are encumbered in 2022 but will not be fulfilled until 2023, the expense can still be absorbed as part of the 2022 budget. Jennifer continues to work on identifying intended purposes of escrow accounts and as they are identified she will footnote the purpose as part of the treasurer's report. John made a motion to accept the Treasurer's Report, Melissa seconded and all approved.

Jennifer also discussed the opening of a second account for unanticipated funds received by the library. She advised that the reporting would be more efficient and allow for the avoidance of commingling funds. Jennifer made a motion to approve the opening of a second account at TD Bank, Dick seconded the motion and all approved.

Marti advised that the budget meeting with the Finance Committee went well. She thanked the board members that were able to attend.

The Whipple Free Library Foundation has added three new members to its roster per Treasurer Dan Rothman's request.

The Friends of the Whipple Free Library will be hosting the annual Wassail on December 4th at 7:00pm and the Artisan's Craft Fair will be held on November 26th.

**Facilities Report:** Dick is awaiting a quote regarding upgrading the lighting in the parking lot. He will verify that the quote included LED lighting. He is also awaiting two additional quotes for the HVAC system and to confirm that the upgrades can be done in phases due to the costliness of the project. A discussion ensued regarding the potential to move the expense of this project to the CIP agenda for 2024. Dick advised that one of the HVAC companies who inspected the system said it was well cared for and in good working order so there was no immediacy to commit to the project. Jennifer reported that Dan McDonald, New Boston EMA director is moving forward with a townwide generator grant. Since the library has been designated as a heating/cooling station during a weather emergency, the library would be a recipient of a grant funded generator.

Marti requested a review of the Covid Policy and a move towards adopting the current CDC guidelines of 5 days absent for any employee diagnosed with Covid and upon return to work five days of mask wearing. All agreed. Tanya requested the removal of the large "masks are encouraged" sign at the entrance. John made a motion to remove this sign and Jennifer seconded the motion. All approved of the motion.

Marti reported that Tanya will be working on reviewing various personnel evaluation models for adoption. Jennifer suggested that she also look at the model the town will be developing as part of her research. Marti stressed the importance of having personnel evaluations when we have agreed to the possibility of merit raises being awarded during the upcoming fiscal year.

Tanya is working on a job description for the vacant adult programming position. She plans to add Social Media Specialist to the job title. She has a target date of February 1st for filling the position.

**Holiday Business:** All agreed that December 20th was ok for our next board meeting. Staff appreciation gifts were discussed, and all agreed the staff would appreciate the gesture. Robin advised she will work on putting the gifts together for all staff (10).

Tanya presented a quote she had received from Piper Webs, a company that can redesign and assist with upkeep of website. She has experience working with this company and they have experience with library sites. The initial cost would be \$1600.00 with an annual upkeep fee of \$600.00 Jennifer made a motion to approve moving forward with this contract as long as the quote remained the same. Melissa seconded the motion, and all were in favor. It was also recommended that Tanya speak to Twinbridge Services to ensure there are no computer issues or additional charges in making this change.

Tanya is reviewing the need to rekey the library and will advise of her recommendation at a future time.

Tanya presented the Donation Policy that she developed and distributed to all members prior to the meeting. After a brief discussion and identifying some grammatical changes needed, Dick made a motion to approve the policy as amended, Jennifer seconded, and all voted in favor of adopting this policy.

Robin and Tanya presented the Meeting Room Policy for discussion. Several questions and recommendations were made. Robin and Tanya will make revisions and present them to the board at the December meeting for adoption.

Melissa made a sample poster for the recruitment of alternates for the Board. Some revisions and suggestions were made. Melissa will revise and forward for posting and disbursement.

Marti will attempt to obtain a rough sketch of the potential positioning of the building enhancement project being considered.

Marti will be disseminating portions of the Human Resource Employee Handbook Draft that has been worked on for some time. Each board member is asked to review the portion as disseminated in hopes of moving towards adoption of the manual.

Robin is working on a grant application awarded through the Association for Rural and Small Libraries. Initially she considered offsetting the cost of the new HVAC system with the grant but as the maximum amount being awarded is \$15,000.00 and at this time, we are unsure where the additional monies will come from, it was decided this was not the best option for us to pursue. After further discussion it was decided the grant application would focus on a water irrigation system for the entrance gardens and the enhancement of the gardens to obtain pollinator garden status. The Board agreed to move forward with the grant and Robin will take the lead on completing the necessary paperwork. The grant application deadline is November 22nd.

John made motion to adjourn, and Melissa seconded, all were in favor at 8:55 pm.

Respectfully Submitted:  
Robin Winslow