



Minutes of the Library Board of Trustees September 2022

Present: Marti Wolf, Melissa Harvey, Dick Backus, Robin Winslow, Betsy Whitman, John Fladd (Trustee Alternate) Tanya Ricker (Library Director), Barbara Ballou (Assistant Director), Jennifer Allocca (arrived 7:21pm),

Absent: Kate Fitzpatrick

Meeting Called to Order by Marti Wolf at 7:01pm

Welcome to Tanya Ricker, newly appointed Whipple Free Library Director and thank you to Barbara Ballou for all she did to keep the library running as the Assistant Director.

Robin Winslow was approved by the Selectboard as a trustee and will officially assume the role of Secretary for the Board.

Review and approval of prior minutes:

- August 23rd meeting minutes were unanimously approved by the board.
- Minutes of the Non-public session of the August 23rd meeting were unanimously approved by the board.
- August 30th Special Meeting minutes were unanimously approved by the board.
- Minutes of the August 30th Special Meeting non-public session were unanimously approved by the board.
- Minutes of the August 23rd and August 30th public meetings will be posted to the Board of Trustees web page and the Binder of Minutes at the library front desk.

Acting Director's Report:

Barb gave a summation of the report which had already been disseminated to the Board for review. She also reported that the library will need to replace some old conference room chairs, and requested the Board consider purchasing the replacements.

The Trafsys counter is working but the data is still not accessible. Tanya will check with other libraries who use a similar system to see if they can help clarify where the software link should be installed (computer vs. server).

The Safety Committee recommended a fire extinguisher be placed in the kitchen. Dick will ask the fire department for their recommendation.

Barb will begin recycling computer equipment no longer in use by bringing it to Staples.

In addition Barb made a recommendation, with Don Chapman's approval, to use the quote "There's Always Another Chapter" on the plaque for Sara's portrait. The Board was in full agreement that this was an excellent choice.

The dumpster brought in by "The Friends" arrived this morning. Friends disposed of several items from the shed, while library staff cleaned out the Russell Room closet. Removal of the dumpster is now scheduled for Wednesday.

Barb also thanked the Board for its support during her role as Acting Assistant Director.

Friends Report: Betsy reported the book sale was a success with approximately \$1600.00 in donations received. The decision to take donations vs. pricing the books will continue for future sales. Beginning with the November meeting, Friends will be meeting on the second Thursday of the month. Friends would like clarification regarding insurance coverage for Friends events held at the library. Marti will follow up with the town insurance company and advise accordingly.

Treasurer's Report: Jennifer summarized the report and the Board unanimously accepted it as submitted.

Recurring/Unfinished Business:

Marti gave an update on the Human Resources Manual project which continues to be revised and compared with the current town manual.

Dick is working on reviewing the building and any needed maintenance which should be included in the upcoming budget proposal.

Tanya needs keys to office drawers which cannot be located. She will contact Don Chapman first, and then a locksmith if needed. Dick asked Tanya to determine if her office needs painting (it was not done when the rest of the interior was repainted).

The Friends will be purchasing two picnic tables to replace the ones that are in unsafe condition. At the Library's request the Board will consider replacing the other wooden tables by purchasing two additional tables.

New Business:

John Fladd submitted his application and was appointed an alternate trustee for one year.

A meet and greet for Tanya will be scheduled for October 6th at the library. The Beacon is doing an article about Tanya for the October publication so Marti will ask them to include the meet and greet as part of the article.

The budget process for 2022-2023 is under way. Jennifer gave an explanation of the process. Tuesday, October 4th at 6:30 pm the Board will meet to discuss the budget in anticipation of a draft budget being completed for submission on October 14th.

Robin reported that she and Marti had organized the Board's documents that are stored in the Library's conference room cabinet. Some of the documents are duplicates which can be discarded and others are dated. Robin will review RSA 33-A:1 to learn the records retention mandates for compliance.

Marti indicated Tanya will be taking over the updating of job descriptions for library staff.

The Board toured the library to open discussion for a future building enhancement project to specifically address the needs of the children's room and teen section. Jenn will clarify the status of this project on the CIP.

The Pierce family would like to donate a portrait of Bea to the library. Tanya was asked to decide how and where that portrait and any future portraits should be displayed. Then the Pierce family can be contacted.

The wooden sign that previously hung at the entrance to the library driveway has pre-covid hours. Decision to be made by director and staff whether hours will remain as is or revert to prior hours. Signage will be addressed accordingly. Future discussion to take place regarding open for business signage and flag possibilities.

Jennifer made a motion to permanently eliminate all overdue fines for movie loans. Betsy seconded the motion and all voted in favor.

At 8:43pm Jennifer made a motion to adjourn, Dick seconded the motion and all were in favor.

Next Meeting: October 18, 2022 7:00pm, small conference room

Respectfully submitted:
Robin Winslow

