



## **Minutes of the Library Board of Trustees August 15, 2023**

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

**Members of Public:** Barbara Perry (WFL Friends Liaison), Alex Riendeau, Eagle Scout candidate, Hailey Hansen, Eagle Scout candidate

Meeting called to order at 7:00 PM

Alex Riendeau, a member of Goffstown Boy Scouts Troop 123 and a resident of New Boston presented to the Board the project he would like to do as part of his Eagle Scout application. He would be building fence panels to surround our utility boxes as well as redoing the boardwalk to the rear of the library property. The funds have already been raised for the project and Alex is hoping for a mid October completion date. John Fladd made a motion to approve Alex moving forward with the project and Jennifer seconded the motion. All were in favor. The Board thanked Alex for his work in support of the library. Marti will be the point of contact for Alex on this project.

Hailey Hansen, a member of Goffstown Boy Scouts Troop 99G and a resident of New Boston was at the meeting to give an update on her story stroll project and to ask the Board for input on some construction and installation particulars. Hailey is hoping to complete work on the project at the end of September.

**Review and Approval of Minutes:** The minutes from our June 20th meeting were reviewed. Jacob made a motion to approve the minutes which was seconded by Melissa and all were in favor.

**Treasurer's Report:** Jennifer gave a summary of the treasurer's report. She reminded us of a small inconsistency that she is addressing with Tanya and would advise at our next meeting as to the status. Jennifer made a motion to accept the report as given, John seconded the motion and all were in favor.

**Library Director's Report:** Tanya had disseminated the report to all members prior to the meeting for their review. She asked for questions or comments of which there were none. She then asked the Board for approval to close on the Saturday of Veteran's Day in addition to Friday the 10th. The closing on the 10th is in accordance with the town offices holiday schedule.

As no employees have been scheduled there will be no compensation required with the closing. After a brief discussion Jennifer made a motion for the Library to be closed on Friday 11/10, as well as Saturday, November 11th in honor of Veteran's Day. John seconded the motion and all were in favor. Ronna has advised Tanya that she is anticipating retiring in November of this year. Tanya asked for feedback from the Board concerning the deletion of all library cards that have not been used after a designated non use period. Some patrons have moved from the town or are deceased and it would be more efficient and cost effective for the system to have those names deleted from the circulation roll. It was decided that three years of inactivity would prompt the deletion of the card.

**Facilities Report:** Dick has contacted the company that installed the fencing around the air conditioning unit to have them repair the fence. They will be scheduling a time and there will be no cost for the repair. The town generator project is complete. One solar panel is not recording. Tanya has contacted the company and they will be repairing the panel at no charge as the system is still under warranty.

**WFL Friends Update:** Barbara Perry, Friends Liaison, asked if the library grass mowers could also mow the area that was recently cleared of invasive shrubbery as part of the normal mowing process. Tanya will contact the company to make the request and someone from Friends will stop by to point out the area to Tanya. Friends are busy with the September book sale planning. Candy Brenner and Marie Stanger are the book sale coordinators. They are looking for volunteers for help with setup on the 15th as well as the day of the sale (16th). Tanya will post to the Library's social media pages that volunteers are needed as well as having a sign up sheet at the Library front desk. Melissa also gave an update on the Ice cream Social that the Trustees are sponsoring on the day of the book sale. Haywards of Merrimack has agreed to donate the ice cream, napkins, bowls and spoons. Hannafords of Bedford will be donating sundae toppings etc. The Trustees will be purchasing a \$25.00 dollar gift certificate from Hayward's for a free raffle the day of the sale. To avoid 'sticky fingers' Melissa will also be setting up handwashing stations. Melissa will be conferring with Candy and Marie prior to the sale regarding particulars for the day.

**Additional Business:** John Fladd introduced a discussion of alternative methods of payment for use by patrons at the library. This would mostly apply for lost or damaged materials. Our Apollo system can support the use of some electronic transfer programs. Tanya had done some research on available programs. She felt a Square card reader would be the most cost effective and user friendly for the staff and patrons. John made a motion that the library do a trial run with a Square card reader with a minimum \$5.00 charge and any service charges/fees to be paid by the patron. Jennifer seconded the motion and all were in favor. Tanya will follow up with obtaining the card reader and training the staff in its use.

**Circulation Policy:** Tanya gave an overview of the recently developed circulation policy. The policy had been disseminated to the Board via email prior to the meeting. After discussion and some revisions Jennifer made a motion that the Board approve the circulation policy, as amended, Jake seconded the motion and all were in favor.

**Community Room Request:** Helen Hanscomb has requested the use of the community room on December 17, 2023 from 12-3:00 PM. The Hanscombs have utilized the room in prior years for the same event and are considered grandfathered as it pertains to library room use policy. The Board has no objections and Tanya will follow up with Helen regarding the necessary paperwork.

Jennifer reminded the board that paperwork supporting any CIP requests are due at Town Hall on 9/8 for October review by the Select Board.

**Board Project Updates:**

Dick reminded Board members to submit bios for the WFL website. A group picture of Board members working at the Ice Cream Social will be the photo that will accompany the bios.

Jake has researched the town requirements for any signage. A discussion ensued regarding the funding of the WFL sign for placement on Mont Vernon Rd. at entrance to the library drive. Suggestions of asking for donations, utilizing some of the memorial funds monies, etc were discussed. (Permission to put a sign in that location also needs to be obtained.) Barbara advised she would let Friends know of this project to see if they were amenable to making a donation.

Robin gave an update on the Safety Planning training for staff. The Fire Department is coordinating First Aid and CPR training. This will take place with the New Boston Highway Dept and may be opened to other town employees as well. Tanya and Robin met with Chief Brace regarding the law enforcement portion of the training. Chief Brace said his department is able to deliver the training and cover all the necessary components. The training is expected to take place sometime in October of 2023. This also led to a suggestion to research possible grant opportunities for security updates to the library.

Marti and Tanya are working on staff performance evaluations. They are scheduled for September of 2023 and again in March of 2024. Thereafter, the evaluations will take place annually every March. Tanya requested a non public session meeting with the Board in October to report the results of the evaluations.

The Library security system continues to have functioning problems. The annunciator panel needs replacement at a cost of \$1180 but the panel is outdated and it is difficult to get parts for it. To update the entire system would cost at least \$2007 with an additional \$150 for each motion detector purchased. Tanya will get additional quotes from other companies and will report her findings at our September meeting. Jennifer suggested using funds from unanticipated revenues to cover part of the cost.

Tanya has also been researching the purchase of outside cameras for the Library property. She is recommending the purchase of the Wyze system and will have a formal proposal for the Board at the September meeting.

Jennifer asked that CIP (Capital Improvement Plan) and a discussion of MOU (Memo of Understanding) with the town be placed on the September meeting agenda.

Jennifer made a motion to adjourn, Robin seconded the motion and all were in favor. The meeting adjourned at 9:00 PM.

Respectfully Submitted,  
Robin M. Winslow, Secretary