



Minutes of the Library Board of Trustees December 19, 2023

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

Absent: Dick Backus

Members of Public: Barbara Perry (WFL Friends Liaison), Christa Snyder, Susan Hanson

Meeting called to order at 7:00 PM

Marti introduced our two guest observers, Christa Snyder and Susan Hanson.

Business carried over from last meeting: The draft MOU between the Friends and the Trustees was well received by the Friends, as reported by Barbara Perry. A discussion took place regarding the wording of some of the directives included and recommendations were made for revision. The revision will be emailed to all Trustees and Barbara, to present at the next Friends meeting, prior to our January meeting.

After reviewing the draft of the MOU between the Select Board and the Trustees and a discussion of the MOU that Peterborough Library is using, Jennifer will work on a revised agreement to review at our January meeting.

The previously adopted Social Media Policy was reviewed by the Legal team who made recommendations for the Board to consider. John made a motion to accept the recommendations as discussed, Jennifer seconded the motion, and all were in favor.

The previously adopted Circulation Policy was reviewed by the Legal team with minor revisions recommended. It was also suggested to use the term "temporary residence" rather than specifically citing Friendly Beaver Campground or other short-term residences. Jake made a motion to accept the recommendations as discussed, Melissa seconded the motion, and all were in favor.

The previously adopted Meeting Room & Usage Policy was reviewed by the Legal team who made recommendations to the Board. Jennifer made a motion to accept the amended policy, Melissa seconded the motion, and all were in favor.

Marti reported that of the \$2500.00 appropriated by the board for the legal review of policies, \$1336.02 had been spent to date. There are three additional policies to be forwarded for review. The Board agreed that this was money well spent.

The holiday thank you gifts for staff will be disseminated this week. Jennifer will spearhead a delivery of treats for the staff, as previously voted on by the board, after the first of the year. Tanya suggested this take place after the New Year since some staff are on vacation and patrons have been dropping off treats for the staff throughout the holiday season.

Marti updated the Board regarding open trustee vacancies for the upcoming 2020 election. Four seats will be open. Two seats for three-year positions, one seat for a two-year position and one seat for a one-year position. At this time Robin Winslow informed the board that she would be resigning effective January 5th since she will be moving out of New Boston.

Since the Town Public Budget Hearing has been scheduled for 1/16/24, the next Trustee meeting is rescheduled to 1/9/24. The trustees present agreed to this change.

Tanya reported on the progress of the Display Policy. Marti recommended including content from the Reconsideration Policy as well as terminology regarding any material on display should not be considered an endorsement by the Library. Tanya will redraft the policy for review at the January meeting.

Tanya also updated the Board regarding the Gift Giving initiative. Robin Winslow is kicking off the initiative by donating a Cross Stitch Book and framed artwork to the Library in memory of her mother, an avid cross stitcher. This will be highlighted on the website with a link explaining the program.

Barbara Perry gave a Friends update which included the recently elected slate of officers which remained the same. The addendum to the phone directory is scheduled to be released soon. The pop-up shed book sale held in conjunction with the NB Farmers Market Holiday Market was a success. The Friends are not having a January meeting.

Marti gave an update on the upcoming Don's Day scheduled for January 27th from 12-3pm at the Library. Tanya has written an article for the January edition of the Beacon highlighting Don's contributions to New Boston and inviting the community to the celebration.

The November meeting minutes were reviewed. Jennifer made a motion to accept the minutes as presented, John seconded the motion, and all were in favor.

Jennifer presented the monthly Treasurer's Report. Jake made a motion to accept the Treasurer's report as presented, Robin seconded the motion, and all were in favor.

Tanya highlighted the monthly Director's Report which had been previously disseminated to the Board for review.

- A volunteer group offered to do some maintenance to the trail located to the side of the Library. The group will be referred to the Conservation Commission.
- Tanya applied for a grant in the amount of \$1000.00 to enhance our non-fiction section.
- Tanya requested authorization to spend \$2000.00 to replace two outdated iPads with keyboards, pen and case, as well as an updated square reader. The iPads will be utilized by staff as well as in-house by patrons. Robin made a motion to authorize the expenditure of \$2000.00 to purchase the iPad and reader. Jennifer seconded the motion, and all were in favor.
- Natalie, our newest employee began work on December 16th, replacing Rhonna as Cataloger and Technical Librarian.

No facilities update or Trustee project update at this time.

No additional business for the 2023 year.

Jake made a motion to adjourn, Jennifer seconded the motion. The meeting adjourned at 8:40pm.

Respectfully submitted,
Robin Winslow, Secretary