



Minutes of the Library Board of Trustees November 21, 2023

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

Members of Public: Barbara Perry (WFL Friends Liaison), Krista Snyder

Meeting called to order at 7:10 PM

Business Carried Over from Last Meeting: The Library budget was presented to the finance committee by Marti and Tanya. The budget reflected an increase of less than 1% from our 2023 proposal and a 5% increase over the current default budget. As proposed, the budget includes a new line item for legal services, a 3% COLA and some merit increases for employees. The finance committee had a favorable reaction to the budget as proposed.

New Business: Our recently developed policies were submitted to the Legal Department for review. Marti reported the submitted policies were returned with minor recommendations that did not affect the intent of the policies which were adjusted accordingly. The exceptions were the Social Media and Meeting Room policies. The acceptance of those revisions are tabled at this time for further discussion with the Legal Department.

Jennifer and Dick distributed a draft MOU (memo of understanding) between the WFL Board of Trustees and the Town of New Boston. The Board was asked to review the draft and submit any suggestions via email for discussion at our next meeting.

Robin gave a brief summary of the draft MOU between the WFL Board of Trustees and The WFL Friends. Barbara Perry was given a copy of the draft to discuss with The Friends. Robin will email a draft to all Board Members to review and submit suggestions/ideas for discussion at our next meeting.

Marti discussed some potential procedural changes regarding the sealing of minutes. It was decided that an operational policy should be developed to outline the process of sealing minutes.

Jake had emailed the Board regarding a possible presentation about the use of Bitcoin hosted by the library. The Newbury Library recently hosted the same presentation. Tanya had reached out to the Newbury Library for any feedback. She reported that the presentation is done via

Zoom and is at no cost. The Newbury Library shared that the feedback on the presentation was positive and this is something worth considering. She will follow up with the presenter to discuss logistics for a possible winter 2024 presentation.

Robin and Tanya are working on a display policy for the library but it is not ready for presentation to the board at this time.

With the holidays approaching we discussed gifts for the staff to acknowledge their commitment to the library throughout the year as was done last year. Jennifer made a motion to purchase \$25.00 gift cards from Target for each staff member along with a gift bag of goodies at a cost of \$25.00 each for a total expense of \$50.00 per staff member. John seconded the motion and all were in favor. Marti will purchase the gift cards and Robin will handle the gift bags. Jennifer made an additional motion to allot no more than \$150.00 for the purchase of holiday food trays for the staff to be delivered during the holiday season. Jake seconded the motion and all were in favor.

Recurring Business: Barbara Perry, WFL Friends liaison, gave an update on the upcoming Pop-up book sale to be held in conjunction with the New Boston Farmers Market Holiday Fair. Friends is also working on a new fundraising project for 2024. A discussion took place regarding hosting a holiday get together between Friends, the Board and library staff for any that can attend. If this comes to fruition, more information will follow. Barbara was unsure of a Friends December meeting but will advise.

Robin presented the minutes from our October 17th meeting. Dick made a motion to approve the minutes which included a minor typing error, Robin seconded the motion. All were in favor with an abstention from Melissa who had not attended the meeting. The minutes from the non public session were presented. Dick made a motion to accept the minutes as reported,, Jake seconded the motion and all were in favor.

Jennifer presented the Treasurer's report which had previously been disseminated to all for review. Dick made a motion to accept the Treasurer's report as presented, Jake seconded the motion and all were in favor. Tanya also stated that there were several grant initiatives that she was researching.

Tanya gave highlights of her monthly Director's report to include:

- Installation of security system
- Challenges of working with NECS over wireless printing
- Ronna's retirement
- Hiring of Natalie Lapoint for the cataloger position effective 12/18/23
- Partnership with Better World Books
- Installation of 3 Blink cameras and two additional that have been purchased pending installation

Dick completed the annual facilities water testing and is awaiting the results.

A thank you celebration for Don Chapman is planned for Saturday January 27, 2024 from 12-3pm at the Library. The WFL Cookbook Club and Friends will be assisting with the celebration. Tanya will include a tribute to Don in her New Boston Beacon January article.

John will work with Tanya to create a tab on our website for gift donations and in particular books that can be donated to highlight memories/accomplishments of individuals someone would like to honor.

Jake continues to research sign ideas and will be following up with the planning board and the fire department to discuss the logistics of sign placement. This is particularly important with the pending construction of new fire safety complex.

A photo of the trustees taken at the ice cream social hosted as part of the annual book sale will be added to the trustees section on the Library website.

Marti gave an update on the completion of the Eagle Scout project by Alex Riendeau.

A reminder that Barbara has names for families that are participating in the Joyful Sharing project.

Jennifer made a motion to adjourn the meeting at 8:26pm, Dick seconded the motion and all were in favor.

Next Board meeting: December 19th 7:00 PM.

Respectfully Submitted:
Robin Winslow, Secretary