

## Bethlehem Public Library Trustee Minutes – November 8<sup>th</sup>, 2021

Members Present: Doug Harman, Nora Clark, Tana LeClair, Barbara Szeidler, Lisa Ffrench, Mike Culver, and Rhienna Miscio. Len Grubbs attending virtually.

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 PM

### **Meeting Minutes**

A motion was made to accept the minutes as written; a motion was made by Barbara to accept the minutes as written, and was seconded by Lisa. The motion passed. Sara abstained, due to not attending the previous meeting.

### **Treasurer's Report**

The budget remains very favorable, by \$4,414. Sara made a motion to accept the reports as written, which was seconded by Barbara; the motion passed unanimously.

### **Old Business**

Mary Polaski, from the Friends of the Bethlehem Public Library, sent a letter to the trustees expressing her frustration with our decision to not relocate the dinosaur bank inside the library building. While we empathize with her frustration, the trustees have to follow protocols as written in the library's policies and bylaws.

### **New Business**

This month's meeting was attended by David van Houten from the town's clean energy commission. He was here to fill the board in on further plans for the solar panels intended to be installed on the library's roof. The panels would assist the library with a reduction in electricity cost by ~\$1,400 annually. There are further plans to investigate the benefits of a solar panel field array somewhere behind the library and elementary

school buildings. A majority of the funds for the panels come from various state grants and unallocated budgeting funds. The panels are guaranteed to last a minimum of twenty-five years, with minimal maintenance required. Nothing is set in stone, but pending approval from the town and various funding, the panels could be installed soon as needed.

## **Committees**

HR – Nothing to report.

Finance – The Finance committee met with April Hibberd, on the Select Board, and agreed on a proposed budget of \$178,000. This would allow Laura to be added to the town health insurance plan, as well as providing raises for the other library employees.

Buildings and Grounds – We received a \$4,800 proposal from Navarra regarding landscaping and snow removal. This is an increase of \$25/month for the next three years.

It has been brought to our attention that there is no signage in the parking lot, addressing parking and loitering overnight. This has been a continued problem, especially in the winter, including leaving trash and cigarette butts around the grounds. A sign will be put up to discourage parking overnight.

Technology – Nothing to report.

Bylaws and Policies – Policies were reviewed and changes were made as suggested; one change was that the age children can be in the library unattended has been raised to eight years old. The other change was to firm up language about appropriate behavior at the library, and another was regarding the rules about animals in the library. These can be found in the “Appropriate Library Behavior Policy.” There was also brief discussion about the “Building & Library Entrance Keying & Control Policy.” Sara made a motion to accept the changes as written, with Rhienna seconding; the motion was accepted unanimously.

## **Librarian's Report**

Laura got some pricing for some much-needed office furniture for the staff, including a long desk for two people, an office chair, and a file cabinet. The cost would be around \$2,100-\$2,200. The Board approved the purchase.

This month, the library received ~\$1,000 from the New Hampshire Charitable Foundation.

The library also received a donation of \$1,000 in memory of Betty McCullough. A motion was made by Barbara to accept the donation, with Len seconding. The motion was accepted unanimously.

The Friends of the Bethlehem Public Library will be hosting their Childrens' Christmas Party this year; precautions will be taken to keep everyone safe. This will be held on December 18<sup>th</sup>, 2021.

Laura plans to take the staff out to eat, in appreciation of all they do, this year more than ever. The Board fully supports this decision.

Sara made the motion to adjourn the meeting at 8:14pm. The motion was seconded by Mike and accepted unanimously.

Respectfully Submitted,

Tana LeClair