

Bethlehem Public Library Trustee Minutes –September 11th, 2023

Members Present: Doug Harman, Barbara Szeidler, Lisa Ffrench, Sara Plumley, Stephen Dignazio, Nora Clark and Mike Culver attended via remote access. CORRECTION 10/1 6/2023: Len Grubbs attended in-person.

Librarian Present: Laura Clerkin

Absent: Tana LeClair

Meeting Commenced at 7:04 pm. after some technical difficulties.

Meeting Minutes

Doug made a motion to accept the minutes as written, with Nora seconding; 1 abstention by Sara, motion passed.

Treasurer's Report

Len presented the financials noting that we are currently \$830 over budget, this amount should be met by end of year. A motion was made by Lisa to accept the treasurer's report as written, with Barbara seconding. The motion passed unanimously.

Some discussion regarding solar energy and potential gains the library may recognize.

Old Business: none

New Business:

Committee Reports

HR – Laura's review is pending receipt of remaining Trustee reviews.

Building and Grounds: status quo

Librarian updates:

Laura notified the Board that VHV will increase by \$56 for next year.

Electronic sign outside the library is not functioning, Laura connected with T. Doyle. Quote of \$970 was provided for replacement of the communication board. Discussion and Motion to approve this amount made by Sara, 2nd by Lisa passed unanimously.

Laura confirmed the propane was locked in at \$2.055 per gallon reflecting a decrease over last year's rate.

Donations/Grants:

Memorial donations have been coming in memory of Joyce Tucker. Laura will make appropriate acknowledgements.

Laura requested some additional funds to continue additional programs planned for the remainder of year. Barbara made a motion to fund up to an additional \$1000; 2nd by Sara, motion passed unanimously.

Finance:

Len requested consideration of moving the current two savings accounts into one. RSA states lapsing and non-lapsing accounting is to remain separate. The Use fines/lost book accounts can be merged. Proposal discussed, motion made by Len, 2nd by Sara, motion moved unanimously.

Policies:

Lisa presented five policies for consideration and action:

Record Retention-minimal discussion, motion made by Lisa, 2nd by Sara- updates approved unanimously.

Laura will clarify the our bookkeepers Quick Books retention practices.

Building/Library Keying- motion to pass made by Barbara 2nd by Len, updates approved unanimously.

Library Approval Authority-an increase from \$200 to up to \$400 items the Library Director may initiate. Discussion, Len made a motion to approve, 2nd by Steve. Further discussion on this policy resulted in some language changes and the policy will be brought back next month for review and approval. Language change will note The LD has authority to review and approve for payment up to \$2000, items billed by the town of Bethlehem and/or authorized by the Board of Trustees. (Laura has the language suggested by Len)

Investment Policy-Discussion, Lisa moved, 2nd by Sara updates approved unanimously.

Laura will send the NHPDIP report out for Trustee education.

Circulation Policy- discussion, moved by Lisa, 2nd Len, updates approved unanimously.

Public Input

October's regularly scheduled meeting occurs on a holiday meeting moved to **October 16 at 7pm**

The library will be noting 10 years in this new location. Discussion regarding a celebration awareness event. Laura will ask staff for ideas and asks that Trustees come to the October meeting will thoughts/suggestions.

Sara motioned for the meeting to adjourn, 2nd by Len, approved unanimously at 8:21pm

Respectfully Submitted

Barbara Szeidler in lieu of

Tana LeClair, Secretary

