

**Library Trustee Mtg**  
**March 11, 2024**

Present: (on-site) Doug, Len, Steve, Nora, Sara & Laura; (via zoom) Barbara & Mike

At 7:00 pm Doug called the meeting to order.

**Treasurer's Report**

Len reported that through the end of February the budget was favorable by \$134. Steve made a motion to approve the treasurer's report as written, with Nora providing the 2nd to the motion. The motion carried with no dissent.

**Old Business:**

None

**New Business:**

Nora asked where things were with the door to the meeting room. Doug stated that he had seen an email that the installer had sent to Lisa saying that the doors are on order. There is a small chance they will be installed in March, but more likely in May. Laura did share that a few weeks ago, during a very cold day, the key pad to the back entrance was frozen and she had to use the front door. It seemed due to really cold weather and hasn't been an issue since.

**HR Committee:**

No new business

**By-Laws and Policy Committee:**

There are 2 items up for review/updating:

Employee Handbook - Rather than putting numbers and values in that change annually, it is recommended that under **Reimbursement of mileage** (pg 12) it is changed to 'mileage reimbursement in accordance to the IRS standards' -with a website link put directly into the document. Nora asked that on pg 2, under RECRUITMENT, HIRING AND GENERAL REQUIREMENTS there is a paragraph on inclusion. As that follows the section on non-discrimination, she wondered if that wasn't redundant. Barbara explained

that you could not discriminate against a person, but also not include them. The library seeks to be a place where employees are included.

Barbara made a motion to accept the changes to the Employee Handbook discussed at our February and March trustee meetings as written. Nora seconded the motion and the motion carried with no abstentions.

### **Meeting Room Reservation Form:**

The committee has revised regulatory and legal advice and has added the question, '**Is this a religious or worship service?**' If the answer is yes, the meeting room will not be allowed to be used by the individual or entity. Nora made a motion to accept the changes as written, with Sara seconding the motion. The motion passed unanimously.

### **Meeting Room Reservation Policy:**

The policy now reflects the same language as the meeting room reservation form. The following has been added: "**Religious services are not an allowed use. Religious groups may use the room for other purposes, such as book discussions or educational programs such as Bible study.**" In addition, this policy has also been added: **All promotional materials must state "This is not a library-sponsored program." The Library is not to be tagged or portrayed as a co-host of programs on social media. Promotional materials must be approved by the Library Director before posting on the library's bulletin board.**

Nora wondered if we wanted to leave in the part that states: Exceptions are at the discretion of the Trustees. A group or individual may petition the Library Trustees at their monthly public meetings. She wondered if we wanted to exclude that part to avoid discrimination. Several trustees chimed in stating that this allows us wiggle-room if there is a scenario they haven't thought of that we might want to make an exception for. She also noted that this was a change from bringing an exception to the By Laws and Policy Committee. Sara stated that she felt the entirety of the library board would want to weigh in as to the pros and cons of an exception. Len made a motion to make the changes to both the Meeting Room Reservation Form and Meeting Room Reservation Policy as written. Nora seconded the motion and the motion carried without dissent.

### **Tech Committee:**

Mike had nothing new to report from the technology committee. Laura did state that the cable company came and replaced the box, and in doing so unplugged the DVD player.

Now when plugged in, the DVD won't work with the remote. Either Mike or Doug will take a look at this issue.

### **Public Input:**

None.

### **Librarians Report:**

Laura shared with the board that Jane gave her notice. She did not give a specific date but will wait to leave until after Lisa has returned from medical leave. Laura has posted the ad and has received 1 application so far.

Cami, Abby & Laura have been working on the summer reading program, which has the theme of **Adventure**. Kami has targeted a UNH theater group, *Little Red Wagon*, to do the opener for the reading program, and would like to have *Magic Fred* for the closing. Laura has talked to the Colonial Theater about hosting the opening and closing and will be meeting with them about the specifics of that. Laura is applying for a summer learning grant and would like the Friends of the Library to add to that grant to be able to purchase 4 VR goggles. She could envision using them for a Senior program for travel or for older kids and gaming. Other than making sure the Library is covered for any risk/liability, the board approved asking the Friends for the funds to purchase the VR goggles. The amount asked for will depend on if the Library gets Meta Quest 2 or 3.

The NC Health Consortium did say that they did training (in reference to the February meeting and placing Narcan kits in the library or local areas) for the Narcan kit and Laura is awaiting more information from them.

Laura attended the library coop meeting. She is asking for a para librarian group that does CE to hold training in the North Country which would benefit her staff, whether in person or by zoom.

At 7:43 Len made a motion to adjourn the meeting, with Nora seconding the motion. The motion passed and the meeting was adjourned.

Respectfully Submitted,  
Sara Plumley