

Bethlehem Public Library Trustee Meeting – October 21, 2024

Members Present: Len Grubb, Barbara Szeidler, Lisa Ffrench, Stephen Dignazio, Nora Clark

Absent: Doug Harman, Mike Culver, Sara Plumley, Tana LeClair

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 p.m. with Nora Clark presiding

Meeting Minutes

Len made a motion to accept the August minutes with Stephen seconding motion carried.

Treasurer's Report

Len stated that we are on budget and favorable \$1,062 at this point.

Old Business

Stephen asked if there was any further information on the antisemitic literature that was found in the library. Laura reported that there was nothing additional found after the original occurrence.

New Business

None

Committee Reports

HR – need signatures on Laura's review. This will be done in closed session.

Building and Grounds – there is no update on the door. Top Notch came out with the part that the manufacturer sent them and the holes in the brush didn't line up with the holes on the door. He thought he had something at his shop, but he didn't return.

Navarro has agreed to renew our contract for 2025. There will be a \$200/month price increase. We had previously been locked into a three year contract with no price increases.

Budget – The Budget Committee met with Mike Bruno from the Select Board last Thursday to discuss our budget. Mike is meeting with all the department heads to discuss their 2025 budgets. He asked us to take a good hard look at our budget and make any adjustments where possible. Our proposed budget does not include raises for the library employees. We won't have our insurance (Health and Liability) numbers until November. The Library is increasing our contribution to the budget to \$11,200 for 2025.

Stephen asked if there are any other sources for income. Laura said she had been thinking about this. Our options are the book sale or raising our copier fees. We

currently charge 10 cents for a black and white copy and 50 cents for a color copy. These fees have been in place since Laura became Director. We could change the book sale to “by donation” next year.

Stephen made a motion to move the Budget to the Select Board holding the budget at \$190,500 unless the insurance increases are more than we can absorb. Len seconded the motion. Motion carried. This budget is not sustainable, it is a one year stop gap.

Policies/Bylaws

Lisa presented three policies for consideration and action:

Emergency Closure and Pandemic Policy - with minimal discussion Stephen made a motion to approve the updates with Len seconding – updates approved unanimously.

General Policies - under Section 2 A Nora suggested that we set aside time every April to review the non-resident card fees. This will be done with a tickler system not added to the policy. Len Made a motion to approve the updates with Nora seconding – updates approved unanimously.

Bylaws – will be held for discussion at the next meeting.

Technology – nothing

Public Input

Laura received three donations totaling \$710 since our last meeting. Len made a motion to accept the donations with Stephen seconding – donations accepted.

Laura and the staff have been rearranging the Library to make room for more large print books due to more demand. The nonfiction section hasn't been as active so they are reducing the nonfiction area to make room for additional large print books. We will need new signage for the area. Laura got a quote from W & E Baum for new brass signs for Non-Fiction and Young Adult. They will be \$1,100 plus shipping. Nora made a motion to use non-anticipated funds to make the purchase with Stephen seconding – motion unanimously approved.

The Library is the BES Evacuation Point. The BES nurse sent a letter to the Library asking if they could keep a box at the Library with student records. Laura responded no to them because there was nowhere to put it.

Kami and Laura discussed our responsibility outside after an incident with a 2 year old. Len said based on a recent case NH Law said if you open your property for recreation and don't charge then there is no liability. It was suggested that Laura contact Legal for an opinion on our liability.

Len reported that he and Laura have discussed an idea to increase revenue by moving some of our funds in savings from Woodsville Guaranty Bank to NHPDEP funds. This

will increase our interest earned. We will start with \$50,000. This just needs Doug's signature to proceed.

The meeting was closed at 8:00 p.m. and we entered Closed Session.

Laura would like to give Paige a 50 cent/hour raise effective November 1st. Jane was making more than the level that Paige was hired. The money is currently in the budget. Stephen made a motion to approve the increase with Len seconding – motion passed unanimously.

First closed session closed at 8:05 p.m. Laura left the meeting and we then entered our second closed session. Laura's review was reviewed and signed by the members in attendance. At 8:10 Stephen made a motion to come out of executive session with Nora seconding – motion passed unanimously.

Len made a motion at 8:15 to adjourn the meeting with Stephen seconding – motion passed unanimously.

Respectfully submitted,

Lisa Ffrench in lieu of

Tana LeClair, Secretary