



Gilford Town Hall: 47 Cherry Valley Rd., Gilford, NH
Phone: (603) 527-4700 **Fax:** (603) 527-4711

Gilford Public Library Board of Trustees Minutes of the August 10, 2022 Meeting

Attending: Katherine Dormody, Betty Tidd, Peter Ellis, Mike Marshall and Diane Tinkham. Alexis Jackson was present by phone because it would be impractical for her to attend in person. Alexis confirmed that no one is in the room with her. Town Administrator, Scott Dunn was also in attendance.

The meeting was called to order by Chair, Betty Tidd at 10:00 a.m. A motion was made by Diane to allow Alexis participate via phone at the meeting, Peter seconded, and all voted in favor by roll call vote.

Minutes

The minutes of the July 13, 2022 meeting were discussed and a motion to accept them was made by Peter, seconded by Mike and unanimously approved by roll call.

Public Comment

None

Reports

Circulation

The library circulation increased in print materials in July and was down for DVDs because so many people are using streaming services. We signed up 40 new borrowers in July. Wifi usage is up and Computer use was slightly down from 300 to 280.

Programs

1368 people participated in in-person programs in July. The adult program "Anne Frank" had 30 people and Hayden's Escape room was very popular with teens with 43 people participating. The most popular children's event was the Squam Lake Science Center with 89 people in attendance.

Budget

Katherine reported that the spending is under control with nothing of note to mention.

Volunteers

We had 200.5 volunteer hours in July from 31 individuals. The number of individuals/hours had decreased due to the fact that some summer residents and a special needs camp at the school didn't return.

Treasurer

Mike Marshall reported that the Money Market account is up from our original amount.

Old Business

- A. Friends Update- Diane was unable to attend yesterday's Friends' meeting as planned so Katherine reported. The Friend's Old Home Day plans are moving along well and they could use a few more volunteers. Katherine purchased four new tents that can be used for the Book Sale and the Friends are purchasing more signs to advertise and direct people to the books. Some discarded Library books were sent through to our book vendor Baker & Taylor's sustainable book program. On October 20 the Friends are having a get-together for the members of the Friends of GPL.
- B. Garage- Since the garage has been cleaned the front of it will be used for the Old Home Day Book Sale.
- C. Summer Reading- There have been over 300 people participating in the Summer Reading program this year. A lot of adults have been motivated by the beautiful prize baskets. Lots of children and teens have been involved and sharing their enthusiasm for the Library. The Children's Room has been very busy. There were 238 unique users for Overdrive.
- D. Location and Hours Policy- Mike made a motion that we accept the Location and Hours Policy as written, Peter seconded. By roll call vote it was accepted unanimously.
- E. HVAC- Katherine shared the report from Don Kinnet at ENE. Peter and Katherine met with Don at the Library to discuss the current ATC system which ENE says is out of date. Peter explained the recent problem when the power went out and the issues created because due to the system problems. Peter suggested that we improve the system because it's not a "smart system". The ballpark figure for this upgrade is 20K. ENE is recommending this for an entire system upgrade that would be a lot smarter. Because of some problems geothermal isn't used in large buildings as much as it was 15 years ago when we installed it in the Library. Katherine stated that the geothermal has been keeping monthly costs low. The plan is that we replace the heat pump next time it fails. If we had to replace the geothermal with a conventional system, it would be good to consider the options.
- F. Generator- Don from ENE will send Katherine vendor recommendations. Jim Hutchins is going to give us a quote for the cost of a generator. We can put in a request to the selectmen to use the Town's ARPA funds to cover the costs exceeding our budget.

New Business

- A. Review of Policies- Volunteers and Friends of the Library, Non-appropriated Funds- Betty led a discussion and the Volunteer Policy was amended with minimal changes and the Non-Appropriated Funds Policy was also reviewed with no modifications made. Peter made a motion to accept the Non-Appropriated Fund policy as written and accept the Volunteer Policy with the changes, Mike seconded, and all voted in favor by roll call vote. Arielle will add it to the Library website under the "About Us" tab where Library Policies can be found. The "Friends of the Library" section was reviewed with only a few formatting changes suggested. No vote was necessary.

An additional conversation took place in regards to publicizing Trustees personal contact information on the website. Alexis suggested that we include the Trustees Gmail account as an avenue for the public to contact the Trustees. Mike made a motion to remove all of the Trustees' personal information from the website, Diane seconded, all voted in favor by roll call vote. Mike will monitor it frequently as he does this already in his role as Treasurer.

- B. Library Card Sign-up Month September- The theme chosen by the staff is "Make Thyme for Yourself at the Library". The Spin the Wheel will be in the Children's Room. There will be a pizza party and gift certificates for The Village Store. The Friends are giving \$200 towards the costs involved.
- C. Volunteer Appreciation- Arielle and Patty will organize a brunch on September 28 at 12:30 to thank volunteers for their contributions to the Library.
- D. Personnel- Peter moved to go into non-public session, Diane seconded, all voted in favor by roll call. The Trustees acknowledged appreciation for Katherine's 23 years of dedication to the Library. Betty stated that in September's meeting we'll have Katherine's annual review and Katherine will provide us with a self-evaluation. Mike made a motion to go back into public session, Peter seconded, all voted in favor by roll call.

Betty presented Katherine with a library "due date" mug on behalf of the Trustees for her dedication and commitment to the Library and appreciation of her 23 years of service.

Move to adjourn at 11:15 by Peter, seconded by Mike, all voted in favor by roll call vote.

Our next meeting will be September 14, 2022 at 10:00 am.

Respectfully submitted,

Diane Tinkham