



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 June 8, 2022 Meeting
DRAFT

Attending: Katherine Dormody, Betty Tidd, Peter Ellis, Alexis Jackson, Mike Marshall and Diane Tinkham.

Minutes from the May 11, 2022, meeting were accepted. Peter moved, Mike seconded, all in favor.

Reports

Circulation

Circulation of materials is below last year mostly in the Children's Room. Several families that were weekly visitors moved out of Gilford and our Insta-cart service hasn't been used as much this year. Areas of the library collection that saw increased usage last month include non-fiction and children's graphic novels. Door counts are up 44 percent over last year. We signed up 18 new borrowers and people took part in in-person programs. Computer usage was roughly the same as last year, and wifi usage was up 7 percent.

Programs

Our largest programs were the Owls program for adults, the Early Release Outside Games for teens, a session for Baby Storytime for the children. Katherine is receiving positive feedback on Patty's programs and attendance has been good at almost all of them. We have through the end of July for use of the grant funds and our Interim report with receipts was submitted. We've seen an uptick in nonresident card requests, possibly due to recent advertising for programs.

Volunteers

Volunteer hours were up slightly for May, there have been a lot of vacations taken. We have a few new volunteers, and the special needs kids from the high school have come over a couple times to help with dusting and cleaning windows.

Old Business

- A. Friends Schedule and update - the Friends are back up and running on Amazon. There was a large backlog of books, mainly due to a large donation of non-fiction/history books. Some of the library volunteers (shelvers from Monday) have been helping to organize the store. QuickBooks online was purchased for

- the Friends on the library's TechSoup (Discounted technology for libraries) account and Shelia is getting training to take over from Steve.
- B. Garage Repairs - Mold remediation is done as well as the electrical work. Everything is back in the garage and the Mi-box is gone. The roof is on schedule to be replaced the week after next.
 - C. Staff Christmas Gift – Katherine talked to the staff about the lack of options this year for the CSA, and they liked the idea of the gift cards to Beans and Greens or someone just picking up a variety of produce to share several times. They also made mention of wanting to do a staff dinner out. After discussing options, Diane moved and Peter seconded that we will provide funds, not to exceed \$250, for a dinner. Date and location to be determined.
 - D. NHLTA Report – Betty and Alexis briefed the board about the sessions they attended at the conference. The topics included Access to Governmental Records and Meetings, First Amendment audits, and Social Media. The first topic leads to discussion about the following item.
 - E. Policies – We agreed to review all of the policy papers, updating as needed. Alexis moved and Diane seconded that we will accomplish the review by the end of 2023 and that they will be converted to PDFs and placed on the website. Alexis and Diane were yea, Peter and Mike nay, Betty cast the tie breaking vote with a yea and the motion moved.
 - F. Summer Reading – Katherine provided an update about the planned activities.
 - G. Garden Collaboration – Katherine provided an update on the Three Sisters program scheduled for tomorrow (note: Alexis attended along with her granddaughter and visiting daughter. The program was excellent) and the garden next door.
 - H. Gilford Neighbors - they are evaluating their relationship with Partnership for Public Health and examining other options.

New Business

- A. Ventilation System - we received a complaint regarding the number of people in the Meeting Room. The complainant wanted to know what steps we have taken in our HVAC system for extra ventilation in COVID times. Given the type of system we have any changes would not be possible. We will keep windows open when possible. This brought up the need for a software update that maintains the system. Peter will explore needs and obtain an estimate.

Peter moved to move to a nonpublic session at 11:35, Diane seconded, all in favor.

The regular meeting was resumed at 11:47. Peter moved to adjourn, Diane seconded, all in favor.

The next meeting is scheduled for 10:00 am on July 13, 2022.

Respectfully submitted,

Alexis Jackson
Secretary



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Gilford Public Library Board of Trustees
Minutes of the June 8, 2022 Executive Session

DRAFT

Attending: Katherine Dormody, Betty Tidd, Peter Ellis, Alexis Jackson, Mike Marshall and Diane Tinkham.

Executive Session started at 11:35.

Topic was modifying the schedule for Hayden Juris.

We approved the following schedule:

Four day schedule – no Mondays

Tuesday – 1st week 8-6, 2nd week 9-6

Wednesday – 1st week 8-6, 2nd week 9-6

Thursday – 1st week 10-8, 2nd week 9-6

Friday – 1st week 8-6, 2nd week 9:30-6

Saturday – 1st week none, 2nd week 9:30-2

Pertinent to this decision, Diane moved to modify the schedule and that Hayden's request to waive his ½ hour lunch break be approved. Peter seconded, all in favor.

Reviewed the Organization chart. Mike moved to accept, Alexis seconded, all in favor.

Executive Session closed at 11:47.

Respectfully submitted,

Alexis Jackson