

Approved
Marc A Hurzeler MD Library
Trustee Meeting Minutes
August 9,2022

Meeting opened: 6:37.

Those present: Liz Milligan, Chair, Joy McCorkhill, Librarian Director, Brenda Roy, Bette Bovio, Leslie Seppala and Jeanne Kenison.

Trustees reviewed the meeting minutes from June 14, 2022. Liz made a motion to accept the minutes as written and Jeanne seconded. All trustees passed the minutes.

Leslie passed out the treasurer's report and was reviewed by all trustees. The Savings Account was \$6,197.43 as of July 31, 2022; the Windfall Account was \$183,020.27 as of August 01,2022 and the Checking Account was \$5,205.72 as of August 07,2022. Liz made a motion to accept the report as written and was seconded by Brenda. All trustees accepted the report. All expenses/receipts were initialized by trustees.

Director Notes

Statistics were passed out to trustees. The number of individual visits 116.

The SRP had been completed and Emma had done a great job. For minimal advertising, she averaged 9 kids each program.

Individual visits are up and librarians continue to be busy.

Everything is mostly built, put in place and put away. There is still some unpacking and organizing to do as well as putting stuff up.

Joy has been figuring out building procedures and , for the most part, know their responsibilities.

Joy has been working with Emma on RA skills etc.

The Pilcrow Grant Final Report has been written.

Joy applied for ALA-Digital Literacy Grant.

Old Business

Joy will send out a cover letter on the Community Calendar to patrons to confirm calendar listings, include additional listings/corrections, information on ordering / cost of calendars and purchasing ads.

Joy needs to look into a few things: she will contact the girl that did the JPL bags to get more w/ new name on them, she is looking into a nicer plaque sign for the donor bedside the door

and she needs to contact the attorney concerning the name change. The NHAIS list serv has not been very helpful.

Joy has been getting ready for the open house. She has been thinking of giveaways and Yuki wooden bookmarks. The bookmarks will have the new name/design on them and she will order 50 @ \$4 each.

In preparation for the open house October 6, Liz will ask if we can borrow tables from the JFA at their next meeting. The outdoor furniture/ awning will be stored in the old library to give us more room and out of the handicapped bathroom. Joy thought it may be a good idea to remove the library sign to avoid confusion now that the new library is open. Liz will ask Amanda if the town can take down the old sign.

Joy talked to Joe and Adele at the JHS and they won't be ready to participate in the Open House.

Joy will order trays of cookies/ snacks for 50. We can serve coffee, tea and water. Joy will get helium balloons and Jeanne will decorate with pumpkins/gourds.

Trustees approved the SDI Sign Drawing. Joy will talk to Sheila to have the hours put on the sign and will then scan the drawing to Liz so she can send this to the donor's lawyer for them to see.

Joy will go ahead with the website. Right now, Joy and Emma are the only 2 that will be doing training for the website.

Change.

Joy brought discussion on possible hour changes as Emma doesn't like evening hours. The overlap has made it easier to supervise and exchange information. Joy suggested keeping the same hours until the end of the year with a minor tweak. M&W 4-8 Thursday and Saturday 9-1 (17 staffed hours-16 hours open)

Emma's Hours M& W 4-8, Thurs 9-1, every other Saturday after the New Year (now it is 1 Saturday). Joy Mon 4-8 Wed 5-8, every other Saturday after the New Year. Joy would have 2 hours/ week for programming/ meetings and hours of ad min.

Next year we should increase budget for hours as things are getting busier at the library and Emma expresses a concern that she just can't get things done. Maybe change stuff as we see how school and cold affect. Trustees may want to add 1 extra ad min hour for Emma for SRP planning.

Joy will use an existing computer in the library to be dedicated just for the security system.

Helen Couture expressed interest in having a raffle table for the Coos Quilt at the Open House and we felt that was fine.

New Business

Joy will get her budget ready for next meeting.

Joy will write an Honorarium for Alyssa Mc Mann for \$150 for the 8/24/22 Henna Program she will present.

Joy presented 2 designs for library cards and keytags and trustees chose the design. 500 count will be ordered.

Suzy Colt stopped by the library to discuss any issues we needed to share with her.

Joy is finalizing the SHARP Grant.

Next meeting will be Tuesday September 13.

Meeting adjourned at 7:47.