

MOULTONBOROUGH PUBLIC LIBRARY
Board of Trustees Meeting
September 16, 2021 at 9:00am

PRESENT

John Buckley, Chair; Sally Bartlett, Co-Chair; Sherry Wakefield, Treasurer; Jack Weekes; Nancy Cole; Peter Olsen; Deb Hoadley, Library Director. Not Present: Jane Harrington; Jeannie Lacey, Secretary.

CALL TO ORDER at 9:05AM

PLEDGE OF ALLEGIANCE

REVIEW AGENDA

REVIEW AND APPROVAL of the August 19, 2021 MINUTES- Motion to Approve by Sally, seconded by Jack. Unanimously approved.

John asked what constitutes a quorum for the Board as he noted it isn't in our Bylaws. Deb said it should be a majority of the members. With our 7 trustees that means a minimum of 4 are required on site. Our bylaws to be updated to define quorum.

John asked Deb to look in to purchasing some updated refrigerator magnets containing Web address.

TREASURER'S REPORT-Sherry Wakefield-

- Town funds as of 8/31/2021: \$25,417
- One CD (134-L) expires on 9/30. Agreed to roll it over for 1 year at .2% with Meredith Village Savings Bank. While we could potentially get a slightly higher rate elsewhere it is unlikely to significantly affect the income and as we have done in the past, we agreed that it was worthwhile to work with our local bank.
- Two CD's (130-L and 133-L) expire in December. Will discuss what to do with them at the October of November meeting.
- As requested at last month's meeting, Sherry provided some information on our asset allocation: The market value of our Cash & Equivalent (checking account and CD's) totaled \$109,442 (51.4%). The objective of the C & E's is capital preservation and these accounts are federally insured. Our stock/bond investments totaled \$103,559 (48.6%). These investments

are not insured but expectation is for growth and income over a longer term and but could lose value. Grand total is \$213,001.

- As authorized at last month's meeting, Sherry liquidated the Fidelity account and transferred the entire balance to Vanguard. That money is in transit but will ultimately be invested in Vanguard's Total Stock Market Index Admiral Fund. This index fund invests in the entire equity market consisting of small, medium and large companies with various growth and value objectives. Provides broad diversification at very low cost.
- Motion to approve Treasurer's report by Sally, seconded by John, all approved.
- Motion by Sally to approve Donations in August (two cash donations totaling \$40), seconded by John, all approved.

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LIBRARY DIRECTOR'S REPORT – Deb Hoadley

Deb's August report and updated budget worksheets containing 'actual' expenses from the Town have been posted on the Google folder for review.

One concern was being able to accurately predict how we will end the year near budget. Deb will ask Heidi to provide monthly Salary & Benefits numbers. John asked to use the current weekly run rate along with our own income/expense transaction detail for estimating the remaining year.

Staff have been given new Policy Manuals. Jack asked to have signature pages acknowledging receipt be returned.

Circulation is better than last year but has not yet returned to pre-Covid levels. Expect patron card requests to increase now that authorization for resources is being enforced. Door count still hard to compare against previous due to new

counting method. Programs continue to have low participation which is most likely due to Covid.

Materials acquisition: Deb is doing adult acquisition and Sharon is doing children's acquisitions. Some 120 or so author's works are delivered from the distributor automatically. John asked to focus on eBooks rather than hardcopy.

Deb mentioned that the Steve Jussif, Adelxt Computer is working to secure 2 more donated computers for a total of 6, to be used to replace the Raspberry Pis. Steve will be joining the Technology Committee on 9/29.

There have been some concerns (this isn't new) expressed by the Carroll County Library Coop with the ILL Van Delivery Service, in terms of schedule, frequency, and reliability. Deb is meeting with Michael York, State Librarian to discuss.

John asked for an overview of how our various systems, Koha cataloging, Aspen Discovery, Hoopla operate and work together. Deb said we could do a demo via Zoom soon.

CHILDREN'S LIBRARIAN REPORT: can be found on the Google Drive. John noted that it would be helpful to have it posted to the Drive in advance of the meeting for review.

COMMITTEE REPORTS

PERSONNEL: John mentioned we need to continue to evaluate how we are staffed and what additional needs we might have. And that a review of the Org chart makes it look like we are understaffed, possibly by a full FTE. More discussion as we go through the budget season this Fall.

Staff reviews: We owe Deb a review which was due in July 2021. Trustees to provide input to John and Jack. Other staff reviews need to be done in the Spring with any increases awarded on July 1st which will be after Town Meeting in May which authorizes the funds. In order to transition to this timeline we'll need to do a one time transitional bridge increase to cover the April through June period next Spring.

ART- Nancy – Women's Club is assisting with glass case displays.

GROUNDS & MAINTENANCE:

- Mike from Miracle Farms will provide quote for mulch for next year and we can figure out whether the Library or the Town contracts for this service and pays for it.
- Discussion on the island, should it be left as is, or take out gardens and go full grass. Agreed not to make changes at this time but to have a good plan come Spring for what we want to do how best to organize volunteers for maintenance. Include money in next year's budget to maintain island.

TECHNOLOGY- Committee (Peter, Deb and Diana) met on 8/25 to discuss immediate needs. We agreed to meet monthly for a while then quarterly as needed. Next meeting 9/29 with Steve.

FRIENDS- The Friends have committed \$1,500 to the memorial garden for next year.

OLD BUSINESS – Covid update: no update at this time

NEW BUSINESS- Budget planning. Next year's budget is due to the town by December 10, 2021. As such, we will devote a significant portion of the October meeting to budgeting with an expectation that we may need to meet as long as three hours (to 12 noon).

Updated Trustee list can be found on the Google Drive.

CITIZEN INPUT: None

Motion made by Jack to go into non-public session, seconded by Nancy. Roll Call vote to enter non-public session: YES: *John Buckley, Sally Bartlett, Jack Weekes, Nancy Cole, Peter Olsen, Sherry Wakefield*. NO: *none*. Entered non-public session at 11:05. Returned from non-public session at 11:59.

Motion made by Sally to adjourn, seconded by Jack, all approved. Meeting adjourned at 12:00 noon.

Next meeting on October 21, 2021 at 9:00am.

Respectfully submitted,

Peter Olsen