

MOULTONBOROUGH PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 21, 2023

PRESENT: John Buckley, Chair; Sally Bartlett, Vice Chair; Sherry Wakefield, Treasurer; Jack Weekes, Nancy Cole, Peter Olsen, Brittany Durgin, Kim Lefebvre, Alternate

CALL TO ORDER: 9:05 a.m.

REVIEW AND APPROVAL OF MINUTES: Sally noted that her name was spelled wrong. Jack suggested that the wording on the top of the second page be changed from “act of good faith” to “recognizing the town’s willingness to assist with maintenance”. Motion to approve minutes by Sherry Wakefield and seconded by Jack Weekes. Unanimously approved with noted changes.

TREASURER’S REPORT: Sherry indicated that we are tracking with the budget and are in line with spending currently at 44% overall. We are awaiting reimbursement for the Santa Fund expenditures which were placed on the library’s debit card. There was an explanation of the complex funding and reimbursement practices for executing the Santa Fund. Sherry also developed a summary of support to programs to assist the budget request presentation to the town. Motion to approve minutes by Jack and seconded by John. Unanimously approved.

A motion to accept the gifts noted in the treasurer’s report was made by Nancy and seconded by John. Unanimously approved.

LIBRARY DIRECTOR’S REPORT:

Brittany presented a Capital Reserve Fund plan for discussion. Some adjustments were made to the plan following a debate on routine maintenance costs versus capital reserves and the group decided that asking for \$35k for future years was the appropriate number to meet the plan. John volunteered to re-work the plan with corrections and edits as discussed and he will send out the corrected version for review. Peter voiced a concern for items that did not have estimates attached. It was agreed that having a \$10k balance in the Capital Reserve Fund was a good target number for unanticipated expenses.

Brittany also presented a Circulation Policy draft. The potential changes are intended to make things more consistent and separate policy versus procedure. Also, to delineate what requires approval by the Board of Trustees versus a decision of the Director. Not asking for approval at this time. Staff input will be sought and a second draft will be sent for review. There was discussion on how to notify the public and widely distribute the policy once it is finalized. Ideas were: social media, newsletter, notices, website and receipts.

The Santa Fund served 59 children. Cash flow glitches were discussed regarding coordination with other organizations. Feedback was to be strict on deadlines (possibly even move them up)

to reduce stress on staff. There was a targeted \$10K donation this year and tags were taken directly from the tree for toys. Clothing was also purchased, along with Hannaford's gift cards. The fund is a Town Program that is under management of the library.

The 2024 Holiday Calendar was presented. Due to the way the holidays fell on days of the week, there are 11 holidays plus two half days for a total of 12, which is the same as 2023.

Sally moved to accept the directors report and Sherry seconded the motion. The report was unanimously accepted.

BUDGET: A draft is being developed for the Town Budget Committee with statistics and narrative to assist with the library budget presentation. Brittany is hoping to revise the document and Jack questioned the apparent decrease in circulation statistics, given our desire to increase them.

John commended Brittany on her initiative in pursuing grants.

YOUTH LIBRARIAN REPORT: The board noted the ongoing outstanding work by Sharon

COMMITTEE REPORTS:

***PERSONNEL:** John thanked Jack for completing Brittany's 6-month performance review and Jack thanked those who responded to his request for input. Jack and John met with Brittany on the 21st to discuss the review.

A motion was made by Sally to enter a nonpublic session for purposes of staff compensation discussion and approval. The motion was seconded by Jack and all trustees approved. The session began at 10:06.

Public session reconvened at 10:25.

There was discussion regarding Trustee planning for November 2024 regarding purchase of gift cards for staff appreciation, to personalize recognition, versus just an additional amount in the paycheck.

The holiday staff appreciation breakfast and gift cards were well received and there was initial discussion for 2024 planning.

***TECHNOLOGY:**

The Town recommended several technology items, mostly cyber-security related, that the library should be pursuing. There was a question if we should switch to the library.gov domain but no one had clarity on if we should or not. Peter will be leading the evaluation of the multiple suggestions.

***GROUNDS:**

Thank you to Peter and Ralph for decorating the building front.

We are asking Miracle Farms to provide a winter theme versus a Christmas specific theme. MLN quote for mulch only was \$250 less than Miracle Farms. The Board decided to stay with Miracle Farms for mulch and continue with MNL for weeding.

***ART:** Art exhibits are completely booked for 2024.

***CAPITAL IMPROVEMENT PLAN:** Discussed earlier in the meeting.

***FRIENDS:** Brittany usually circulates notes from the meeting, but did not attend this month. Sally attended and discussed budget issues and concerns with them. The Holiday Fair was less successful than hoped, but did get busy around noontime.

NEW BUSINESS: John expressed a desire to recruit more alternate trustees. We are allowed up to 3 alternates. They serve for 1-year terms and vote when a member is absent.

OLD BUSINESS: We need two firm sign proposals and we are aiming for installing in late spring. We need firm requirements, approval from the Town and also want to apply for a grant. Brittany is working on a TMobile grant for the sign as well as one for AV system. Proposals are due at the beginning of the year.

The public survey was discussed and it was mentioned that we need to prioritize a strategic plan first.

Brittany received quotes to revise the phone system, but the staff did not like the proposed equipment. Brittany and staff are revisiting the objectives and trying to reconcile with the potential price increase of \$120 to \$150 per month.

John thanked the Board members for their time and support of the Library during the past year.

Amotion to adjourn was made by Nancy and seconded by Sherry. All in favor led to the meeting adjourning at 11:15 a.m.

Next Trustee Meeting will be January 18, 2024.

Respectfully submitted,
Kim Lefebvre