

MOULTONBOROUGH PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 20, 2023

PRESENT: John Buckley, Chair; Sally Bartlett, Vice Chair; Sherry Wakefield, Treasurer; Jack Weekes; Nancy Cole; Peter Olsen; Deb Hoadley, Library Director

CALL TO ORDER and PLEDGE OF ALLEGIANCE: 9:03 a.m.

REVIEW AND APPROVAL OF MARCH MINUTES: Motion to approve March minutes, with one minor edit, made by Sally Bartlett; seconded by Jack Weekes; unanimously approved.

TREASURER'S REPORT: Sherry noted that operating expenditures for the current fiscal year are projected to end right on budget. Salary and benefits expenditures may vary from original projections given 1) Deb Hoadley's mid-May retirement and the possible gap until a new Director is on board, and 2) the outcome of discussions with the Town Office about how past NH library retirement plan contributions were deducted.

Book Sale funds of approximately \$10,000 can be used for expenditures not covered by the operating budget, such as audio/visual needs for the program room (see TECHNOLOGY section below). Sally moved to accept the Treasurer's Report; Jack seconded; unanimously approved.

Acceptance of a \$30 cash donation moved by John Buckley; seconded by Sally; all approved.

LIBRARY DIRECTOR'S REPORT: The AC repair began today (4/20) and should be complete on April 21.

Deb expects that we will hear by year-end the outcome of the Library's grant request to help fund the completed LED light conversion.

Book Sale: More consistent volunteer help is desired to sort donated books for the July book sale, though recent sorting work has gotten the "incoming" under control. Volunteers should sign in and out in a notebook kept at the front desk. Deb will transfer SignUp Genius control to Nancy Cole, for volunteers to sign up for book sale work shifts. With the July 8/9 book sale approaching, it's time to engage with event leaders Mark and Ginger Ishkanian. Deb will reserve a tent and contract with Book World to dispose of unsold books. The tent will need to be in a grassy area, not the recently repaved parking lot. Given the need to access the side doors to the basement, Deb will consider optimal tent location. All agreed the book sale should end earlier on Sunday given the sparse attendance last year in the afternoon. Open question: should we offer a Friday preview as we did last year?

Deb noted that our Library statistics are filed with the State, for compilation with other NH libraries' data. We have access to this data, which is also compiled at the Federal level for state

comparisons. This sparked a discussion about the need to stay abreast of local, state and national trends in order to continue to evolve library services to best meet community needs.

YOUTH SERVICES LIBRARIAN REPORT (on file): Deb noted that the Easter Egg hunt was a success.

FY 2024 BUDGET:

Trustees discussed several points regarding the Selectmen's and Advisory Budget Committee's input on the proposed FY 2024 budget (\$647,560.00) and Capital Reserve request (\$35,000)—as outlined in our two pending warrant articles.

The Capital Reserve warrant article was endorsed unanimously by the Selectmen and ABC. The proposed Operating Budget had support from all but one ABC member, who would like to see the Library charge non-taxpayer patrons an annual fee for membership.

-Trustees noted, with receptiveness, the ABC's suggestion to consider whether the Town's proposed second maintenance person (TBD) could shoulder some of the Library's maintenance work in the future. Deb has requested from the Town a list of current maintenance person duties, for comparison to Library needs.

-Trustees respectfully disagree with ABC's assertion that "most of the adult programming has been curtailed or moved to Zoom". The Library's monthly digital newsletter carries a rich array of recurring and special programming, funded by a modest \$500 Operating Budget allocation and bolstered by Trustee Book Sale proceeds. Deb advocated for increasing Operating Budget funds for programming in future budgets.

COMMITTEE REPORTS:

***PERSONNEL:** John provided an update on the search for the next Director, given Deb's mid-May retirement. The Search Committee (John, Sally, Jack) reviewed the submissions from the initial application window and would like to develop a richer candidate pool. The job opening/position description will be re-posted on relevant job sites this week, with the aim of attracting more candidates. This extended application window does not have a submission deadline—it will remain open until the position is filled. Sally and Jack have connected with the recent applicants to advise them of status, i.e. whether they remain in contention or not. Sherry indicated her desire to meet with top candidate(s) prior to hiring due to the close partnership she will forge in her Treasurer role. We will look for an opportunity for all Trustees to meet the top candidates(s), and for Library staff to do so as well. A staff member will be part of the interview process. John, Sally and Jack were to meet with staff after today's Trustees meeting to share perspectives on the process moving forward.

***TECHNOLOGY:** Peter updated the group on audio/visual plans for the program room. While Trustees had contemplated installing a large video screen on the east wall, even a 75-inch screen is probably not big enough, and would take up valuable art display space. Therefore, Peter suggested focusing on remote conferencing needs. Nancy motioned; Peter seconded;

trustees unanimously approved contracting with Northeast Digital Integrators for a cost not to exceed \$2,000 to 1) install an all-in-one camera/microphone/conference call system, and 2) get our current hand-held and lapel microphones functional.

*ART: Nancy reported that art exhibits are booked through the end of the year.

*GROUNDS: Nancy suggested that trees on the property need pruning and fertilizing. Bartlett has provided an estimate to do the work: \$1,358 for fertilizing, \$1,800 for pruning. Sally motioned; Sherry seconded; all approved a motion to fund the \$3,158 expense from Trustee funds.

Nancy reviewed options for addressing the crumbling brick steps on the southwest corner of the property. Miracle Farms could replace the steps with bricks (\$8,000) or granite (\$7,800). A less expensive option is to remove the steps and replant grass, a practical option as the steps are rarely accessed. Sally motioned; Jack seconded; Trustees unanimously approved a motion to remove the brick steps and grass the area over, checking first with the Town to see if they can do the work, or if not, spend up to \$3,000 of Trustee funds to work with an external contractor.

It was also noted that the old front porch on the west side of the building has some crumbling cement that will need repair.

*CAPITAL IMPROVEMENT PLAN: As noted, the AC unit repair is underway and expected to be finished by April 21. The Trustees discussed other capital improvement needs such as a water filtration system to be installed next year, and perhaps repainting some restrooms.

*FRIENDS: Nancy noted that plans for the June 21 house tour are shaping up well. One more car parker needs to be recruited. Nancy hopes to raise \$15,000. 300 tickets will be available at \$40 each. The high school is producing promotional brochures for cost.

NEW BUSINESS: Deb's retirement celebration will be May 18, 11:00 - 1:00.

Deb mentioned the "meet the local authors" event at Castle in the Clouds on Wednesday, May 10, 5:30 pm. Register on Castle's website; \$30/ticket.

The meeting was adjourned at 10:57 am per motion by John; seconded by Sally; all approved.

Next Trustee Meeting will be May 18, 2023 at 9:00 am. Respectfully submitted by Jack Weekes