

Board of Library Trustees Meeting Minutes

Tuesday, September 21, 2021 6pm

1. Call to Order at 6pm

Attendance: Lynn Coakley: present; Janet Hromjak: present; Mary Ann Shea (library staff): present; Jennifer O'Brien-Trafficante (**Jennifer**): present (phone); Kathryn Parenti: present
Jennifer Siegrist (**Jen**): present; Shirley Wilson: present; John Yule: present

Chris Costantino, Alternate: present
Tracy Quirk-Berube, Alternate: absent
Betsy Solon, Director: Absent
Public present: Brian Lessard, Merrimack, NH: present
Board of Selectman member Laura Dudziak: present

2. Regular Reports

- a. Director's Report – September 21, 2021

STAFF NEWS

- We held a successful Customer Service Training for Circulation Staff on August 26th while the software system was being upgraded. Our new Reference and Adult Services Librarian, Autumn Smith, began working on September 13th and has fit seamlessly into our team.

PROGRAM HIGHLIGHTS

- The Children's Staff visited the Jacques School ice cream social and registered over 60 new library card holders. We will hold a new voter registration event on September 28th and will celebrate Banned Books Week beginning September 26th. The Keyes Room has already been booked for meetings through October and we plan to add the upstairs conference room for meetings beginning in November.

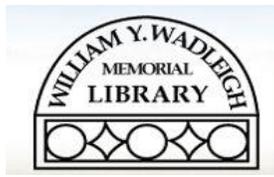
FACILITIES

- I was able to purchase 4 air purifiers for \$1,342.98. They are running in Tech Services, the NH Room, the Children's Room and my office.

OTHER NEWS

- Jane Martina, Head of Reference, created a collection development policy for the NH Room. We will be submitting it for Trustee approval at the September meeting. This policy will be very helpful as we move items into the AV Room in preparation for mold remediation in the NH Room.
 - Our library float garnered lots of attention in the Labor Day Parade! It was surprising how many folks were unaware of the Library of the Year Award, so it was definitely worth participating and sharing that good news with the community.
 - Our fine-free status (except on brand new adult novels) kicked off on September 1st without a hitch.
 - We're participating in the Library Card Signup Challenge where NH libraries compete to sign up the most new cardholders during the month of September. Wish us luck!
 - Our NH Library of the Year torch has been passed to Derry for 2021 – we are so excited that our GMILCS consortium has held the honor for 3 years in a row!
- Respectfully Submitted, Betsy Solon

- b. Review and approve minutes from 8/17/21 meeting – Motion made by Shirley and seconded by Jen – all approved.



- c. Treasurer's Report for 8/31/21 and Acceptance of donations through 8/31/21 – Motion made by John and seconded by Jen to accept the \$750 gift from the Friends of the Library and \$39 from the building fund for a total of \$789. All approved.

3. Old business

- a. Skylight/roof project – Motion made by Lynn and seconded by Shirley to sign the contract for the project. The balance now is \$21,429.52. Motion made by Lynn and seconded by Janet to pay \$20K from the town appropriation balance and the remaining \$1,429.52 from the trustee fund. All approved.
- b. CIP update/rework - Kathy & Lynn met with the Town on the budget – will be revising our CIP forms. We will be breaking out the plumbing & fire suppression for 2023 and the expansion & parking in 2024. Scott will be asked to assist with this. John took the action to approach Village Fire Protection to assist us with a quote for the fire suppression. Kathy will send John a formal request to do this. Lynn took the action to contact the town regarding how we access the Trust fund. Mary Ann took the action to work with Betsy on reaching out to the Library Consortium to inquire about their systems.
- c. Strategic Plan update – tabled until the October meeting.
- d. Any other old business – Mask Policy. The mask policy will remain as is and we will revisit this monthly.

4. Public Questions and Comments

- a. Brian Lessard from 14 Turnbuckle Lane, Merrimack presented his request for access to Library records under RSA 91-A0 for Library entrance surveillance camera footage during the hours of 11:30am to 1pm on 9/18/21. He requested we review our policies specifically our Photography, Filming & Videography Policy for lawfulness. He was thanked for coming and was told that Kathy would be get back to him regarding his request in a timely manner.

5. New Business

- a. New Hampshire Room Policy – the Policy was reviewed and it was suggested that once a month the room be opened by appointment only so people could browse. Mary Ann took the action to discuss this with Betsy. It was also suggested that a form be developed to control access and what is being reviewed. This item will be added to the agenda for October for a final review of the Policy.
- b. Any other new business – The Library received a bequest of \$10K from the estate of Evelyn M. Blanchard. An ad will be placed for the October meeting so we can publicly accept the monies.

6. **Close Meeting** - Next Trustees regular meeting on **Tuesday, 10/19/21 at 6:00 pm in the Keyes Room**. The public hearing will be held first for acceptance of the aforementioned bequest, followed by the regular Trustee meeting. John motioned to adjourn the meeting at 6:45pm, seconded by Lynn. All approved.