



Whipple Free Library

There's Always Another Chapter

Minutes of the Library Board of Trustees

October 15th, 2024

Present: Marti Wolf, Jennifer Allocca, Kerri Kelley, John Fladd, Jacob Fields, Christa Snyder, Susan Hansen, Tanya Ricker (Library Director), and Candy Brenner (Friends of the Library).

Absent: none

Members of the public: none

Meeting called to order at 7:00 pm by Marti Wolf, Chair.

Business Carried Over From Last Meeting: Marti

- **Review of 2024 Budget**
 - Finances are quite limited at this time.

- **2025 Budget Proposal:** no changes at this point.

Jennifer arrived at 7:03 pm.

- **Warrant Article:** no changes at this point.

- **CIP requests:**
 - CIP meeting October 16th @ town hall @ 6:00 pm.

Recurring Business:

- **Friends Report: Candy**
 - The Friends love their new storage cabinet in the kitchen.
 - They are still working on the plaque for the garden.
 - They will be making posters to display at the polls on voting day with information on the Friends, library programming, etc.

Jake arrived at 7:06 pm.

- The Friends have offered to decorate the library for the holidays.

John arrived at 7:08 pm.

- **Minutes: Kerri**
 - September 17th Minutes reviewed. Motion to accept the minutes by Jennifer. Motion seconded by John. Vote unanimous.

- **Treasurer's report: Jennifer**
 - Treasurer's report reviewed. Motion to accept Treasurer's report by John. Motion seconded by Jake. Vote unanimous.

- **Director's Report: Tanya**
 - The armchair travel program is very popular. Sue is looking for more people to tell the community about their travels.
 - We have been chosen by the state library as a test site for borrowing large print books. Tanya will choose 30 books off of the list that the library will house for several months. After that time period, Tanya will return the set and order another set of 30.
 - We are receiving lots of thoughtful feedback through our survey on the adult summer reading program.
 - Goffstown Library has donated a portable projector screen for our Library of Things.
 - Update on the website - PiperWebs has offered several company options to take over the website. Tanya will research.
 - Natalie will pull names for tablets on November 1st. There are several entries already.
 - The carpets and upholstery were professionally cleaned and look great.
 - Natalie has finished with the NH Historical books project.
 - No staff meeting this month due to illness.

- **Facilities Report: Kerri**
 - Carpets and upholstery were cleaned.
 - Septic was pumped. We did not have a riser cover added due to price. (\$310)
 - Granite State Plumbing annual maintenance done on HVAC system.
 - 4 roof inspections completed and quotes for repairs obtained.
 - Tanya received a quote of \$1,995 from Janitech to clean the tile floors (2,660 sq ft).
 - I will contact Capital Well about the well pump.
 - Water testing to be done in November.

New Business:

- **HVAC - repair/replacement**
 - Through a Powerpoint presentation, Marti was able to inform all Trustees of the options available to repair/replace the HVAC system that is nearing 15 years old and beginning to fail. She also provided a written report.
 - The current plan is to replace failed Units 5 and 6 with heat pumps using Unanticipated Funds. Unit 3 could be replaced with a heat pump if the warrant article passes. A CIP request has been submitted for the replacement of the remaining 6 units.
 - Jennifer made a motion to utilize the Unanticipated Funds to replace two units. Jake seconded the motion. All members were in favor.

- Jake made a motion to use the warrant article that we sent to Carl for the heat pump to replace unit #3. Jennifer seconded the motion. All members in favor.
- **Roof - repair/replacement**
 - D'Eramo Contracting (Steven D'Eramo) Repairs: \$1,500. Replacement: \$54,000
 - BBB A+ rating. 27 years in business.
 - Master Roofers (John Burton) Repairs: \$2,500. Replacement: \$76,000
 - BBB A+ rating. 80 years in business.
 - Eaton Exteriors (Sean Eaton) Repairs: \$1,000. Replacement: \$60,000
 - BBB A+ rating. 10 years in business.
 - Patriot Roofing (Ryan Allen) Repairs: \$9,800. Replacement: \$55,900
 - BBB A+ rating. 5 years in business.
 - A lengthy discussion was held regarding all of our options.
 - Jennifer made a motion to hire Eaton Exteriors to do the repair work up to \$1,500. Susan seconded the motion. All members were in favor.
 - Kerri will contact Sean Eaton to schedule the repairs.
- **Job Description - Youth Services Librarian**
 - Tanya provided a draft copy for all Trustees to look over and offer suggestions.
- **Holiday celebrations for community and for staff**
 - Cookie Swap, Hot Cocoa, and Trustee Meet & Greet - Saturday, Dec. 14th 12:00-2:00.
 - Marti will purchase gift cards for the staff. John volunteered to shop for personal gifts for each staff member. We will also provide a special lunch.
 - Tanya requested something special for employees who have to work on Dec. 26th or the day off for all staff. This request will be taken up at the next meeting.

Upcoming Events:

- October 16th – Tanya’s Birthday (2 year Anniversary!)
- October 16th – CIP Meeting (support), Town Hall @ 6:00 pm
- October 22nd – Regional Trustees at Wadleigh Memorial Library, Milford, 10:00–11:30 am
- October 24th – Finance Committee Meeting (support), Town Hall @ 6:30 pm
- November 5th – General Election, NBCS, 7:00 am–7:00 pm
- November 19th – Trustees Meeting, 7:00 pm
- December 14th – Cocoa/Cookie Swap Party & Meet and Greet 12:00–2:00 pm
- December 17th – Trustees Meeting, 7:00 pm

Motion to adjourn meeting at 9:05 pm by Kerri. Motion seconded by Jennifer.
All members in favor.

Respectfully submitted,
Kerri Kelley, secretary