



## **Minutes of the Library Board of Trustees Work Session Mtg June 6, 2023**

**Present:** Marti Wolf, Robin Winslow, Dick Backus, Melissa Harvey, Jacob Fields, John Fladd (Alternate)

**Absent:** Jennifer Allocca, Tanya Ricker (Library Director)

Meeting called to order at 6:59 PM

Marti advised that a summer reading assistant to work with our Assistant Librarian & Youth Services Librarian, Barbara Ballou, has been hired and will begin work this week. The required employment paperwork was disseminated for Trustees to sign.

Marti shared a draft of an Alternate Trustee Policy for our review. Those present agreed to continue the practice of calling upon the most senior Alternate to vote only in situations where that vote is needed to make a quorum (4 votes). There was discussion regarding the requirement to attend three consecutive board meetings prior to selection/appointment and the practicality of this requirement. As the policy states the board "may" require an applicant to attend three meetings the board felt this allowed for some flexibility based on the experience/knowledge of the applicant and board needs. The policy will be brought forward for a vote at our next meeting.

The remainder of the meeting was utilized as a brainstorming session to determine the direction of the library moving forward and also the realization of the existing strategic plan for the library. It was apparent that the board overwhelmingly believes promoting the mutually beneficial relationship between the community of New Boston and the Whipple Free library is key to the continued success of the library. Increasing the presence of the library within the town via programming, partnership, outreach and communication is vital.

Though there were a variety of ideas that were brainstormed it was decided that we would begin by addressing the short term initiatives that could be completed over the summer. A trustee volunteered to champion each of these initiatives with the expectation that some initiatives may require more than one individual to accomplish its goal. A plan to accomplish each initiative will be presented at the June meeting and a report of the progress of the initiative is expected at our August meeting. In August we will also identify those initiatives which will be addressed over the fall of 2023.

The idea of an online trustee newsletter was also discussed. As a whole the board felt this was a good idea but would be most effective if disseminated when the trustees have something to say or are promoting a particular program/event rather than on a forced schedule i.e. monthly or quarterly.

Initiative	Trustee	Goal Date	Comments
Library Entrance Sign	Jacob	TBD	Research on location,town requirements and companies for Aug Mtg
Meet the Staff & Trustees on website	Dick	TBD	To include photos and bios
Coverage screens for outside equipment	Marti	TBD	Research alternatives to hide & protect equipment on lawn
Activity Storage Shed	Melissa	TBD	Research on grants, funding, and pricing
Ice Cream Social/ Meet the Trustee event @ Friends Book Sale	Melissa	Sept 16, 2023	Research suppliers, cost, funding etc.
Critical Incident Training for library staff	Robin	September 2023	Work with Tanya, Chief Brace and Chief Plourde to develop this training
Promote Giving Gift to Library in honor of special someone or event	John	September 2023	Review existing policy & procedure, create advertising plan and materials
Fall Initiatives	Marti	All 2023	Identify projects and find champions

Meeting adjourned at 8:24 pm.

Respectfully Submitted:  
Robin Winslow. Secretary

