



## Minutes of the Library Board of Trustees October 17, 2023

**Present:** Marti Wolf, Jennifer Allocca, Robin Winslow, Dick Backus, Jacob Fields, John Fladd, Tanya Ricker (Library Director)

**Absent:** Melissa Harvey

**Members of Public:** Candy Brenner (WFL Friends Liaison)

Meeting called to order at 7:00 PM

**Business carried over from last meeting:** Tanya gave an update on security system acquisition. As requested by the board, she checked referrals for Pro Tech and found them to be unfavorable. After further research she is recommending the purchase of the system from American Security and Fire Protection. The installation cost for labor and materials will be \$1650 with a \$460 per year monitoring cost. Installation is estimated at 4-6 weeks. Jennifer made a motion to withdraw the previous approval of the purchase of the Pro Tech system and instead approve the purchase of the American Security and Fire Protection system as presented. Dick seconded the motion, and all were in favor.

After further research into the purchase of outside cameras, Tanya recommended the purchase of Blink Smart Video Security System. This is the system used at the town transfer station with positive feedback. At a cost of \$388.99, the purchase would include three cameras, the mounting units and a subscription fee for one year. Jacob made a motion to approve the purchase of the Blink Smart Video System as presented. Dick seconded the motion, and all were in favor.

Marti will be presenting two Library CIP requests to the CIP Committee on 10/18/2023 at 6 pm. The requests will include (1) the replacement of the current HVAC system, with expansion of the solar field and (2) the Library expansion.

**New Business:** Tanya and Robin presented the Camera/Video Security Policy and the Internet Usage and Computer Access Policy. Jacob asked for clarification of the cited RSA 91-A:5 and its meaning. It was decided that adding the term "Right to Know Law" after the cited RSA would help clarify its meaning. He also asked for clarification regarding who would have access to the videos and Tanya outlined who would have access and the process for accessibility. Jennifer made a motion to approve the policy with the discussed revisions pending a review by legal counsel. John seconded the motion and all were in favor. As there was no further discussion on

the Internet Usage and Computer Access Policy, John made a motion to accept the policy as presented pending review by legal counsel. Jacob seconded the motion, and all were in favor.

Jennifer and Dick continue to research an MOU (memo of understanding) with the town and have nothing further at this time. Tabled for the November meeting.

Candy Brenner gave additional documentation to Jacob and Robin regarding an MOU (memo of understanding) with Friends of the Library. They will have a draft for the November meeting.

The library has experienced several recent plumbing issues. A plumber is scheduled for tomorrow morning. Tanya is researching adding a wireless printing feature to the current printer/copier at a cost of \$700. She will present her findings at the November meeting.

Tanya and Marti are working on the 2024 draft budget with the presentation to the Finance Committee scheduled for November 9th. Trustees are asked to attend this presentation in support of the library's presented budget.

It was suggested that some type of celebration and thank you for Don Chapman be arranged for his many years of service to the library. Dick agreed to put this together.

Candy Brenner gave a summary of Friends of the Library recent activities. They are hoping to host mini book sales at various times throughout the year. The first will be at the Indoor New Boston Farmers Market Craft Fair scheduled for November at the library. They have purchased a new large cart to move books for sales, to be stored in the shed. There will be no Wassail this year as attendance last year was low. They are considering alternative ideas for the future. A February fundraising event is being discussed with more information to follow. Barbara Perry will be attending our November meeting as the Friends Liaison.

Dick asked if the screen for the community room window had been lost or damaged. It makes it difficult to view movies with the lights from the parking lot shining into the window. Tanya will try to locate the displaced screen and will check with the quilting group about creating a replacement if necessary. Dick also reported that Glen Dodge will be making the wooden pegs that need replacing on the ramada.

Robin presented the September meeting minutes. After review and minor revisions Jennifer made a motion to accept the minutes as amended, Jake seconded the motion, and all were in favor. The minutes of the Special Meeting held October 5th both public and non-public portions were presented. Dick made a motion to accept both the public and non-public session minutes as presented, Jennifer seconded the motion and all were in favor.

Jennifer summarized the monthly Treasurer's Report. Pending year end expenses were discussed. Jennifer was asked to research possible CD investment opportunities for the library's operating account funds and will report her findings at the November meeting. Dick made a

motion to accept the Treasurer's Report as presented, John seconded the motion, and all were in favor.

Tanya gave an overview of her Director's Report. A reminder of Ronna's upcoming retirement sendoff scheduled for November 16th from 10-12 at the weekly meeting of the Library Knitting Club. Staff evaluations are complete. She also asked about the closing of the library on Wednesday November 22nd at 5:00 as it is the night before Thanksgiving and patrons do not come after 5pm. All were in agreement that this should be done. She will also be presenting an annual calendar to the Board for review once the town sets its 2024 schedule of holidays and closings. Dan MacDonald, New Boston EMA Director informed Tanya of a \$250 per year monitoring fee, as well as a \$590 annual maintenance fee, for the recently installed town emergency generator. Additional discussion is needed as to who will be responsible for the payment of those incurred expenses.

John talked of a recent NPR podcast he shared with the board and highlighted the significant role a library plays in the community. A brief discussion ensued regarding potential projects Tanya is investigating to enhance the presence of our library within the community i.e. library of skills, library of things, access to Notary Public, and passport application assistance (which could earn money for the library).

Jake will be following up with the building inspector regarding placement of a library sign at the Route 13 entrance.

Alex Riendeau's two part Eagle Scout project for the library is anticipated to begin this weekend.

Dick made a motion to enter non-public session at 8:49 pm to discuss a personnel matter (RSA 91-A:311 (a)). Jake seconded the motion, and all were in favor.

At 9:03 pm we reentered public session and John made a motion to adjourn, Dick seconded the motion, and all were in favor.

Respectfully submitted:  
Robin Winslow, Secretary