



Minutes of the Library Board of Trustees September 19, 2023

Present: Marti Wolf, Jennifer Allocca, Robin Winslow, Dick Backus (arrived 7:03), Melissa Harvey (arrived 7:11), Jacob Fields (arrived 7:08), John Fladd, Tanya Ricker (Library Director)

Members of Public: Candy Brenner (WFL Friends Liaison)

Meeting called to order at 7:00 PM

Candy Brenner, the liaison from WFL Friends gave an overview of the recent book sale which raised over \$3000.00 to benefit the library and its programs. The final totals are still being worked on. The Toadstool Bookstore purchased over \$800.00 worth of books. Candy highlighted the support of many in the community that made the sale such a success, in particular, the New Boston transfer station, Mary Kennedy, who helped sort through the donated books throughout the year, and Connor Stanley, who collected books for the sale at the transfer station as a community service project.

Tanya and Robin presented the Library Emergency Closing Policy for approval by the board. A change was suggested to designate the board secretary as the next in line to be notified if the chair could not be reached. This suggestion was approved. Jennifer made a motion to approve the Emergency Closing Policy, as amended, Dick seconded the motion and all were in favor. A suggestion was also made to make notifications to the Town and Police part of the Emergency Closing Procedure.

Marti advised that the recurring CIP request has been submitted to include the library expansion and Roger Dignard has been consulted regarding the updated cost estimate. A second CIP was submitted for the HVAC replacement, to include a switch from propane to electric at an estimated cost of \$165,000.00, and the addition of solar panels to power the new electric HVAC units. The board will be looking for grants/rebates to offset the cost of that purchase.

Robin and Tanya presented the Library Social Media Policy for approval by the board. Several minor adjustments were discussed and approved. Dick made a motion to approve the policy as amended, Melissa seconded the motion and all approved. The amended policy will be sent to legal counsel for review.

Marti discussed the need for a Memo of Understanding (MOU) between the Library Board of Trustees and the Whipple Free Library Friends. Candy thought something like this may already

be in existence. She will check and provide a copy to the board for review if that is the case. Marti will also discuss this with Susan Carr, the President of Friends. Jake and Robin will work together to either create or review the MOU with the Friends.

Marti also discussed the creation of an MOU between the Town Select Board and the Library Board of Trustees. Jennifer and Dick have agreed to work on this initiative and will present a sample for the board to discuss at our October meeting.

The Ice Cream Social and Raffle sponsored by the board was held in conjunction with the book sale and was well received by those in attendance. Thank you to Melissa for spearheading this effort and all board members who attended. A sign up sheet for potential trustee alternates was on hand and one attendee signed up. As a result Marti has developed an alternate trustee packet to give to interested parties. This will hopefully ensure that the role of the trustee is clear to those who may want to take on this position. After a brief discussion it was determined that this packet should be adopted for use.

Marti updated the board on the use of legal counsel to review certain policies as well as the recently developed personnel handbook. At a cost of \$180–225 per hour the estimated cost of this review will be from \$1500-\$2500. Jennifer made a motion for the board to approve the expenditure for legal review from the Trustees Escrow Operating Account in an amount no greater than \$2500. John seconded the motion and all were in favor. If additional funds are required, it will be brought to the board for discussion.

Tanya requested the board consider approving the placement of a “Hate has no home in New Boston” Lawn sign on library property. Marti had checked with Selectman Bill McFadden and learned that, since the library is on land owned by the town, any sign that is not either advertising an event or providing directions to an event is a violation of town ordinance. A thoughtful discussion ensued regarding whether this was appropriate for the library to do. The sign would need to be placed inside the building as that is not town owned property. John made a motion to permit the posting of the sign, Dick seconded the motion, Robin supported the motion. Melissa, Jake and Jennifer voted against the motion. As Chair, Marti abstained.

Robin presented the August minutes to the board for review. Dick made a motion to accept the minutes with minor grammatical revisions, Jennifer seconded the motion and all were in favor.

Jennifer gave an overview of the monthly Treasurer’s report that had been disseminated to the board prior to the meeting to review. Dick made a motion to approve the Treasurer’s report as presented, Jake seconded the motion and all were in favor. Marti asked Jennifer to check with Primex, the town insurance carrier to ensure that building contents are also covered under the building insurance policy.

Tanya gave a summary of the monthly Director’s report. She confirmed that Ronna will be retiring in November. At the October meeting we will discuss a retirement gift and get together to honor her years of service to the library. Tanya will be posting the Catalog and Technical

Services Librarian position shortly. The position will remain a regular part time position of 22 hours.

Tanya presented her findings for the camera surveillance system. She recommended the Wyze system as she believes it will best serve the needs of the library at a cost of \$413.93 for three cameras with a \$99.00 annual subscription fee which is waived for the first year. The monies would be allocated from the unanticipated funds account. Jake made a motion to approve the purchase of this system inclusive of the three cameras and the annual subscription at a cost of \$413.93, Robin seconded the motion and all were in favor.

Tanya obtained four quotes to replace or enhance the current security system. She gave an overview of the four proposals. After a discussion of each of the proposals, Dick made a motion to authorize the spending of no more that \$3750.00 for the purchase of the Pro Tech System pending confirmation of a check of positive referrals from other companies using this system. Jennifer seconded the motion and all were in favor. The monies would be allocated from the unanticipated funds account.

Staff evaluations are being conducted by Tanya and should be completed within the next week. Marti disseminated an evaluation form to each board member to complete on Tanya. She asked the members to return it to her by Friday of this week. A non-public session meeting is scheduled for Thursday October 5th at 6:00pm to discuss a personnel matter under RSA 91-A:3,II

Jennifer inquired as to whether the library would be adopting the town policy regarding increases after a six month employment period. As the library is not required to mirror town policies it was determined that this would not be adopted at this time.

Dick made a motion to adjourn and Jennifer seconded the motion. All were in favor. The meeting was adjourned at 9:12 PM.

Respectfully submitted,
Robin Winslow, Secretary.