



Minutes of the Library Board of Trustees April 18, 2023

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

Members of Public: Lauren Roberson, Barbara Ballou (WFL Children's Librarian and Asst. Director), Hailey Hansen, Mrs. Hansen, Candy Brenner (WFL Friends Liaison)

Meeting began at 6:57PM and formally called to order at 7:20PM*

Eagle Scout Project: Hailey Hansen, a member of the Goffstown Boy Scout Troop and resident of New Boston made a presentation to the Board of her Eagle Scout Project that will benefit the Whipple Free Library. Hailey's mother and Barbara Ballou, our children's librarian and Asst. Director were present to support Hailey. Hailey proposed the building of a Story Walk on the grounds of the library, with 18-20 stands that will each hold two pages. This is a project that the library had previously considered but was unable to pursue. Hailey explained what was involved, including a fundraising goal of \$1200-1500. Any monies that are raised to complete the project and are not used would be donated to the library. Hailey hopes to begin the project in the fall of 2023 with a completion timeline of Spring 2024. Barbara Ballou has agreed to be Hailey's contact person at the library. We were also informed that the stands are ours to maintain. Dick made a motion to approve Hailey's project which was seconded by Jennifer. All were in favor. We thanked Hailey for thinking of the library for her Eagle Scout project and we wished her luck.

Election of Officers:

At 7:20 Robin, in her role as Secretary, called the formal meeting to order. She welcomed Jacob Fields as our newest recently elected trustee. The first order of business was to elect a chair for the upcoming year. Dick nominated Marti Wolf to continue in her role as chair and Jennifer seconded the motion. Marti indicated she would accept the nomination and all were in favor of her being reelected to the position. At this time Robin turned the running of the meeting over to Marti.

Nominations for the position of Secretary were called for and Jennifer nominated Robin Winslow to continue in that role. Melissa seconded the nomination. Robin indicated she would accept the nomination and all were in favor of her being reelected to the position.

Nominations for the position of Treasurer were called for and Dick nominated Jennifer Allocca to continue in that role. Robin seconded the nomination. Jennifer indicated she would accept the nomination and all were in favor of her being elected to the position.

Marti then asked members to consider which committees they would like to be involved with, as well as any other committees which should be identified moving forward. The following committees and members were identified:

Facilities & Grounds: Dick Backus

Projects: Melissa Harvey

Grants: Jacob Fields

Policy: Robin Winslow

Growth/Additions: Jennifer Allocca

Community Relations: John Fladd

WFL Friends Update: Candy Brenner from Friends of the WFL attended the meeting to help keep the board apprised of the different projects Friends are pursuing in their efforts to support the library. She advised that she and another member of Friends have agreed to take on the role of liaison to the board. This is a role that Betsy Whitman had played while a board member. Candy reported on the recent auction sponsored by Friends. The live auction portion of event raised approximately \$3100.00 and was well supported by the New Boston community. Friends will be posting a thank you in the Beacon for all that supported the auction as well as sending individual thank you notes to supporters. A Friends Tea is being considered as part of the end of year meeting to help recruit new members.

Review and Approval of Minutes: Robin had previously disseminated the minutes of the public and non public March meeting for the board to review.. Dick made a motion to accept the minutes of both the public and non public sessions. Jennifer seconded the motion and all were in favor. As previously noted at the March meeting the non-public session minutes will be sealed for ten years.

Treasurer's Report: The treasurer's report had previously been disseminated by Jennifer for review. Jennifer noted that due to the recent voting down of the proposed town budget all departments and the library are working under a default budget. She gave a summary of the monthly report. She also noted that she was hoping to work with Tanya on changing the format of the report in order to have a better understanding of month to month expenses which will help with future budgeting. Dick made a motion to approve the report as presented, Jacob seconded the motion and all were in favor.

Jacob's Idea: Jacob had asked to be put on the agenda to discuss child reading programs as part of our "How to better serve our community" initiative. He presented to the board an idea of developing a targeted reading list highlighting the historical events surrounding the 4th of July and rewarding the readers with participation in a nerf gun battle depiction of the Colonists vs the British. His hope was this could be held in conjunction with the New Boston 4th of July celebration. There was agreement that the idea had merit and in particular the creation of topic

specific reading lists in non-fiction genres, i.e. history, science, math, biography, arts etc. As the Children's Librarian, Barbara was able to speak to the many reading programs that are currently being offered at the library, how many children are participating, and in particular the summer programming which has already been developed. She recommends looking to develop this idea in the fall or look to include it as part of the summer programming in 2024. Tanya suggested possibly posting what books the library has related to the "4th of July" and organizing a raffle for those who read them for this year.

Library Director's Report: Tanya highlighted her report that she had previously emailed to all members. Following up on a discussion from last month's meeting, Chief Brace has suggested leaving the parking lot lights on until dawn for safety purposes. Tanya advised that all personnel action forms are complete as earlier agreed upon. Forms were disseminated to all members for signatures. Spring, summer and fall program planning is underway with some events already on the schedule. We hosted the Hillstown Coop of local area libraries' April meeting. The building of the picnic tables will hopefully be scheduled soon, weather permitting. Any volunteers will be welcome and Tanya will notify when the date has been set. An ad will be placed soon for Barbara's summer assistant. Barbara will be handling the interviewing of potential hires.

Default Budget: Marti reminded the board we are currently working under a default budget which is \$13,084.00 less than our 2023/2024 proposed budget. Adjustments have been made to our propane, staff development, and IT lines. Payroll was also able to be adjusted by not filling the open position. While working under a default budget Marti proposed the board consider having any single expense over \$300 and any unanticipated expenses be brought to the board for consideration. Jennifer made a motion to have all expenses over \$300, except for book and material purchases, and all unanticipated expenses be approved by the board prior to purchase. Jacob seconded the motion and all were in favor.

Board Vacancy: Due to Kate's resignation in February of this year, the board has a vacancy. The position is for one year until elections in March. It was agreed the opening will be posted on the Library website, facebook page and linked to the newsletter. An application was created by Marti and all interested parties will complete the application with a submission deadline of May 15th. John Fladd, who has been an alternate to the board, expressed interest in the open position.

Trust: Jennifer updated the board on the Dodge Library Trust. This trust is managed by RVC Wealth. The trust states that the principal must be left intact but any dividends and interest can be utilized by the library for Board approved projects and expenses.

Audit: Marti discussed a recent webinar she and Tanya attended highlighting "First Amendment 'Audits'". Due to the fact that these "audits" involve people videotaping inside government buildings and libraries, a recommendation by the presenting attorneys was to have a policy on photography and recording in place so that staff is aware of the existence of these 'audits,' what can and cannot be done, and how best to minimize the impact on the patrons of the library. As a result Marti developed a draft policy and asked for all to review. Dick made a motion to adopt the policy as presented, Jacob seconded the motion and all were in favor. Tanya and Robin will

work on formatting the approved policy. Tanya advised that all employees will be familiarized with the policy.

Other: May 9th is the annual **NHLTA conference**. Marti asked if any board members are interested in attending, noting funds are limited. Robin expressed an interest and will submit a registration form. Others are still considering.

Marti has received the **employee handbook** from the consultant. She is working on recommended adjustments, and getting answers to all questions raised, and when finished will forward to Primex for final review.

The Board is still looking to recruit upwards of three **alternates**. John Fladd applied to continue as an Alternate for this year. The Board unanimously agreed to accept his application and re-appointed John as an Alternate for one year.

Melissa will upload the Alternates recruitment poster to Staples site for printing and Robin will coordinate with Tanya on the picking up of the posters. Trustee account will pay for the posters. Melissa also proposed a late spring "Meet the Library Trustees" ice cream social to coincide with the creation of a Library Trustee member page on the library website. This event could include a raffle with ice cream gift certificates as prizes.

Marti noted that **Board Agendas** are now being posted both online and at the library approximately one week ahead of each meeting.

Jacob made a motion to adjourn at 9:00pm, Dick seconded the motion and all were in favor.

Respectfully submitted,
Robin Winslow, Secretary