



# Whipple Free Library

There's Always Another Chapter

## Minutes of the Library Board of Trustees

November 19th, 2024

**Present:** Marti Wolf, Jennifer Allocca, Kerri Kelley, John Fladd, Jacob Fields, Christa Snyder, Tanya Ricker (Library Director), and Teri Harkins (Friends of the Library).

**Absent:** Susan Hansen

**Members of the public:** none

Meeting called to order at 7:02 pm by Marti Wolf, Chair.

### **Business Carried Over From Last Meeting: Marti**

- **Review of 2024 Budget**
  - We have approximately \$10,000 left in the budgeted WFL checking account.
- **Job Description - Youth Services Librarian**
  - Tanya will review all Trustee suggestions. She will send a new draft to Trustees when it is complete.
- **Draft Policy - Library of Things Policy**
  - Tanya will complete the draft copy so it can be sent to the lawyer.

Jake arrived at 7:07 pm.

- **December Holiday Celebration topics**
  - Library staff will set up a giving tree.
  - Staff gifts - John will purchase individual gifts and Marti will purchase Target gift cards for each employee.
  - The library will close at 5:00 pm on Wednesday, November 27th and will be closed on Thursday, November 28th and Friday, November 29th for the Thanksgiving holiday.
- **2025 Budget Proposal/Warrant/CIP Requests - updates**
  - No new changes.

### **Recurring Business:**

- **Friends Report: Teri**
  - The Friends are holding off on the plaque for now.
  - They have donated a brick to the fire department.
  - They made a trifold sign for election day explaining what the Friends do.
  - They will be decorating the library for the holidays on Nov. 23rd, 12:00-2:00 pm.
  - Officers have been elected: Susan Carr, President, Gail Parker, Treasurer, Barbara Perry, Secretary. Vice-President and Liaison positions still to be filled.
  - Again, a discussion on funding the Museum passes.
  
- **Minutes: Kerri**
  - October 15th Minutes reviewed. Motion to accept the amended minutes by John. Motion seconded by Jennifer. Vote unanimous.
  
- **Treasurer's report: Jennifer**
  - Treasurer's report reviewed. Motion to accept Treasurer's report by Kerri. Motion seconded by Jake. Vote unanimous.
  
- **Director's Report: Tanya**
  - The library received its first order of 35 large-print books.
  - Lottery winners were picked for new tablets. There are a few tablets left over. Training classes have started and are going well. Tanya plans to have another raffle in the spring.
  - Natalie will attend the NHLA business meeting in Concord.
  - Sue organized a puzzle swap that went quite well.
  - Tanya is still looking into new website hosting. Unfortunately it is rather expensive. She has found some that are library centered. She will need to make her decision by March.
  
- **Facilities Report: Kerri**
  - Water testing done for quarter 4.

### **New Business:**

- **Newly Adopted CIP Schedule 2025-2030**
  - CIP request for replacing 3 HVAC units with energy saving heat pumps is on the schedule; however, additional Solar panels to come off the CIP list for now.
  
- **Regional Trustees Meeting – What you missed**
  - Trustees were treated with some very delicious cookies while listening to the concerns of other town's library Trustees, and had the opportunity to see Milford's Wadleigh Library's 3-D printer.
  
- **Handbook – Any proposed revisions**
  - Overtime pay: leave as is.
  - Holiday pay: Library employees that work under 18 hours will receive regular pay if they are normally scheduled to work on that day.

- Vacation: include buy-out option for Full Time, keep Library's caps.
  - Sick time: add buy-out option for Full Time. No payout is available when employment is terminated by the Library.
  - Personal time: no buy-out option. Increase to 30 hours - same as Town.
  - Birthday: considered a floating holiday with pay for all employees (Town also has this.) Unused birthday will not be paid out at termination.
- **HVAC – repair / replacement**
    - The Town will contribute \$21,329 towards one unit.
    - We will pay for 2 units and all electrician charges.
    - The Library received 5 bids for the job. An additional 5 companies were not interested in the work. Granite State Plumbing was chosen to do the work.
- **Roof – repair and replacement evaluations**
    - Complete.
    - Sean Eaton of Eaton Exteriors Roofing and Contracting, LLC will repair the roof in the next couple of weeks.
- **Internet Service – evaluation**
    - We currently have 50/10 service through Comcast Business.
    - In order to take advantage of applications needing larger bandwidth, we need to upgrade the service to either 150 mbps or 300 mbps. After a short discussion on the options available, the general consensus was to upgrade to 300 mbps with a 2 year contract.

**Upcoming Events:**

November 30th – Farmers' Market Craft, 9:00 am–2:30 pm, WFL

December 12th – School Budget Presentation, 6:30 pm, WFL (or Town Hall Conference Room)

December 14th – Cocoa/Cookie Swap Party & Meet and Greet 12:00–2:00 pm

December 17th – Trustees Meeting, 7:00 pm

January 21st – Trustees Meeting, 7:00 pm

Motion to adjourn meeting at 8:51 pm by Jennifer. Motion seconded by Jake. All members in favor.

Respectfully submitted,  
 Kerri Kelley, secretary