



Whipple Free Library

There's Always Another Chapter

Minutes of the Library Board of Trustees

December 17th, 2024

Present: Marti Wolf, Jennifer Allocca, Kerri Kelley, John Fladd, Jacob Fields, Christa Snyder, Susan Hansen, and Tanya Ricker (Library Director)

Absent: Friends of the Library

Members of the public: none

Meeting called to order at 7:00 pm by Marti Wolf, Chair.

Business Carried Over From Last Meeting: Marti

- **Closing of 2024 Budget**
 - We should have enough money on hand to cover the remaining expenses of 2024.

- **Review Job Description - Youth Services Librarian**
 - Tanya and staff members are happy with the draft of the job description.
 - If the 2025 budget does not pass, the default budget will not include insurance for medical and dental benefits for this Full Time position. We will need to figure out how to fund those benefits.
 - Tanya plans to advertise the position at the end of the week.

- **Review Draft Policy - Library of Things**
 - Some typos were noted.
 - Marti will send the policy to the lawyer for review.

- **HVAC - replacement status**
 - The order has been placed and we are waiting for the units to come in.
 - Susan made a motion to move \$10K from part-time wages (account #01-4550-1-120) to the building account (account #01-4550-1-430). Motion seconded by Jennifer. All members in favor.
 - Jake made a motion to move that \$10K from the building account to “Granite State Plumbing and Heating” to pay a portion of the bill. John seconded the motion. All trustees in favor.

- **Comcast - status**
 - The new cable was installed.
 - Phones and fire alarm lines are now through Comcast.
 - Internet speed has been upgraded.

Recurring Business:

- **Friends Report: Candy/Teri**
 - Friends were not present at this meeting. They did not meet in December.

- **Minutes: Kerri**
 - November 19th Minutes reviewed. Motion to accept the amended minutes by Jake. Motion seconded by Christa. Vote unanimous. Susan abstained from voting as she was not present at the November 19th meeting.

- **Treasurer's report: Jennifer**
 - Motion made by John to utilize \$8K from the Trustees escrow operating account to Granite State Plumbing and Heating to be used for HVAC units. Motion seconded by Christa. All in favor.
 - Instead of quarterly payments to the library account, Tanya would like 50% in January and 50% in June, as much of the Library expenses occur in the beginning of the year.
 - Treasurer's report reviewed. Motion to accept Treasurer's report by Kerri. Motion seconded by Susan. Vote unanimous.

- **Director's Report: Tanya**
 - EmerTech turnover will take place on 12/31/2024 at 5:00 pm. Services will be \$592.24 per month. EmerTech has backed up the system.
 - The cookie swap went well.
 - Right now, everything is business as usual.
 - Tanya would like to figure out a plan for use of the backyard for next year.

- **Facilities Report: Kerri**
 - Roof repairs are complete.

New Business:

- **Meeting Scheduled for 1/21/2025: Also Public Budget Hearing**
 - Trustee meeting moved to 1/28/2025 to accommodate the Budget Hearing.

- **Results from Summer Reading Program survey**
 - From the Children's program - Tanya received good suggestions such as adding art classes, gaming, STEM, Robotics, D&D, and 3-D printing to the program. Parents would love to have activities for their children during the last 2 weeks of August.

- From the Adult program - most adults receive their information about the program from the online Library newsletter. They would like to see more arts and crafts and more raffle prizes. The adults provided very thoughtful answers to the survey. They suggested a Historical Fiction book group. They would also like to combine Teens and Adults for some programming.
- **Search for new website host**
 - Tanya is researching our options. She likes Hollis Library's system.
 - PiperWebs is our current web-hosting site, but they will close their business in October.
 - We will need to make a decision on a new website host by March.
- **Any other business**
 - Jake inquired about the possibility of the library renting video games to patrons. Tanya does not think that is possible right now due to the cost of new video games. If older/used games were acquired, a question was raised if anyone would want them.

Upcoming Events:

January 21st – Public Budget Hearing, 6:30 pm, WFL

January 22nd through 31st – File with Town Clerk

January 28th – Trustees Meeting, 7:00 pm

February 3rd – Town Deliberative Session (2/5 snow date), 6:00 pm

February 4th – School Deliberative Session (2/6 snow date), 6:00 pm

February 18th – Trustees Meeting, 7:00 pm

March 11th – Town Voting Day, 7:00am – 7:00 pm, NBCS Gym

March 18th – Trustees Meeting, 7:00 pm (all those elected to Board get sworn in before)

Motion to adjourn meeting at 8:31 pm by Jennifer. Motion seconded by John. All members in favor.

Respectfully submitted,
 Kerri Kelley, secretary