



# Whipple Free Library

There's Always Another Chapter

## Minutes of the Library Board of Trustees

July 16th, 2024

**Present:** Marti Wolf, Jennifer Allocca, Kerri Kelley, Christa Snyder, Jacob Fields, John Fladd, Susan Hansen, Tanya Ricker (Library Director), Candy Brenner (Friends of the Library).

**Absent:** none

**Members of the public:** none

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

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

**HVAC issues:** The A/C is working for the moment. It will cost \$122,000 to replace the entire system.

### **Explore solutions to storage issues (if funds are available):**

- Conference room: Jennifer and Christa found a cabinet unit at Ikea that they think will work to store items, including those belonging to The Friends, that are currently located in the conference room.
- Break Room: Susan, Tanya, and Kerri have been looking at pantry units from Ikea and other sources to increase storage in the break room.
- Christa made a motion to purchase an extra storage cabinet for the conference room for up to \$800. The motion was seconded by Susan. Jennifer amended the motion to \$1,000. Susan seconded the amended motion. All trustees were in favor.
- Susan made a motion to purchase a cabinet for the break room for up to \$2,000. Jennifer seconded the motion. All trustees were in favor.
- Candy said that she would speak to The Friends to see if they are able to help with financing.

### **July 4th float - what did we learn?:**

- All of the participants had a great time and would like to do it again next year.
- We will need more volunteers next year.
- Plan early.
- Secure a vehicle, driver, and trailer early.
- Purchase more candy for next year.

**Thoughts on Trustee meet & greet:** Discussion was held about holding a Trustee Meet & Greet at the book sale in September. Tanya suggested doing it at the annual December Cookie Swap and Hot

Cocoa Social. Trustees agreed that the cookie swap seemed to be a better opportunity to socialize with residents.

### **New Business:**

- Budget timetable: Budget is due September 4th.
- Plans for August: Trustees will need to meet on August 20th.
- Other business: Jennifer suggested an author from Maine, Tim Caverly, to present at the library. He is the author of Allagash Tails. <https://allagashtails.com/>

### **Recurring Business:**

- **Friends Report: Candy**
  - Storage organization in the shed continues with the help of Mary.
  - The book sale will be September 14th.
  - In the fall, the Friends will be hosting a tea party.
  - Teri Harkins will be the new Friends Liaison. She will come to the next meeting.
- June 18th Minutes reviewed. There were 2 typos. Motion to accept the minutes as amended by Jennifer. Motion seconded by John. Vote unanimous.
- Treasurer's report by Jennifer. Motion to accept Treasurer's report by Jake. Seconded by Kerri. Vote unanimous.
- **Director's Report: Tanya**
  - Page position: Tanya would like to hire both teens that she interviewed. They will split the Page hours.
  - One Circulation Assistant is leaving us. One of the Subs has been filling in during the Assistant's absence. Tanya would like to offer that Sub for the position.
  - Our current Page is leaving for college next month. A bon voyage party will be held on Aug. 8th at 2:00.
  - Red Cross: The policy violations were relayed to a higher up at the Red Cross. Unfortunately, they did not communicate with the person in charge of the drives here at the library. Tanya spoke with her and filled her in. We have decided to continue allowing the Red Cross, as Jennifer Allocca has volunteered to make sure they stay within our policy and clean appropriately.
- **Facilities Report: Kerri**
  - HVAC system is working but needs to be replaced. Rick Corron (Granite State Plumbing) has provided us with estimates.
  - A water treatment system was installed in June by Granite State Plumbing.
  - Routine water testing is scheduled for August.
  - Services that need to be scheduled in the fall:
    - Septic System pumping.
    - Carpet & upholstery cleaning (Sept 24th - Ultimate Green Cleaning).
    - Floor stripping & rewaxing (Kerri will speak to NBCS admin. & staff).
    - Roof shingles & flashing inspection (Marti will speak to Roger Dignard for recommendation).

- Items that need to be replaced/serviced soon:
  - Kitchen refrigerator
  - Dishwasher
- Other things that will need to be replaced/repared in the future:
  - Carpeting (life span 10-15 years. Installed in 2010).
  - Exterior painting (Every 8-10 years. Whole building was done in 2010. The front of the building was power washed and painted in 2022 due to fading from the sun).
  - Window cleaning (Last done in 2019).

Tanya and Candy left the meeting at 8:35.

**Non-Public Session:**

- Motion to enter non-public session Pursuant to RSA 93-A:3: discussion of personnel issue was made by Jennifer at 8:35 pm. Motion seconded by Jake. All members were in favor of moving to a non-public session.
- Overview of the informal 6-month review process for the Library Director was presented by Marti. Input for review requested.
- Motion to exit non-public session by Jennifer at 8:41 pm. Motion seconded by John. All members in favor of leaving the non-public session.
- Motion to re-enter public session made by Susan. Motion seconded by Jennifer. All in favor.

Public session reconvened at 8:41 pm.

**Upcoming Events:**

July 16th - Red Cross Blood Drive at WFL  
 July 27th - WFL featured at the NB Farmer's Market  
 Aug. 8th - Party for our Page @ 2:00  
 Aug. 20th - Trustee Meeting  
 Sept. 3rd - Trustee Budget Meeting  
 Sept. 14th - Friends of the Library Book Sale  
 Sept. 17th - Trustee Meeting

Thank you to John for providing ice cream treats!

Motion to adjourn meeting at 8:42 pm by Jennifer. Motion seconded by John. All members in favor.

Respectfully submitted,  
 Kerri Kelley, secretary