



Whipple Free Library

There's Always Another Chapter

Minutes of the Library Board of Trustees

August 20th, 2024

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

Absent: John Fladd

Members of the public: none

Meeting called to order at 7:01 pm by Marti Wolf, Chair.

Business Carried Over From Last Meeting:

- **HVAC issues:** Town Administrator, Carl Weber is researching to see if the town has funds to support the replacement of the one dead HVAC unit servicing the Russell Community Room.
- **Storage Solutions:**
 - **Conference room:** Tanya has cleared out a stack of cabinets that can now be used to store items that belong to the Friends of the Library.
 - **Break Room:** In response to a Friends request for dedicated storage, we have picked out a solid wood cabinet from IKEA for \$479 plus shipping. We are hoping that the Friends are willing to contribute to this expense.

Recurring Business:

- **Friends Report: Teri & Susan**
 - The Friends of the Library meeting schedule has been changed to the second Tuesday of each month.
 - The book sale will be held on Sept. 14th.
 - A plaque for the garden is being made and they are hoping to mount it on a rock.
 - The Friends have been looking into a Loop hearing system for the hearing impaired for the Russell Community Room.
- **Minutes:** July 16th Minutes reviewed. Motion to accept the minutes by Jennifer. Motion seconded by Jake. Vote unanimous.
- **Treasurer's report** by Jennifer. Motion to accept Treasurer's report by Kerri. Motion seconded by Susan. Vote unanimous.

- **Director's Report: Tanya**

- The Summer Reading Program has come to a close. There were 79 adults, 76 teens, and 199 children registered for the program this year. Attendance for the adult program tripled from last year! Prizes were generously donated from local businesses.
- The relocation of NH History books is going well.
- The staff is also working on inventory, weeding of materials, and public surveys.
- The library has obtained 30 tablets (through a grant) for older adults. Natalie will be doing training sessions on how to use the tablets for those lucky adults that receive a free tablet.
- Tanya and the staff are working on the job description for a new youth services librarian. Barbara will announce her retirement date in September.

- **Facilities Report: Kerri**

- Tanya has scheduled carpet & upholstery cleaning for Sept 24th with Ultimate Green Cleaning.
- Floor stripping & rewaxing: I contacted NBCS administrator, Tori Underwood. She forwarded our request to Randy Loring, Facilities Director, and Scott Gross, Business Administrator. Randy Loring reached out via email. Tanya is waiting to hear if the NBCS janitorial staff is interested in doing the job.
- Roof inspection: Frank Lemay of Milestone recommended John Burton of Master Builders. John completed the inspection on August 20th. Cost for the inspection is \$800. He did note that there are several nails coming through the shingles that need to be fixed. Estimated cost for repairs is \$2,500. He provided a full report of the current condition of the roof and a timeline and cost for replacement. At this time, replacement is estimated at \$76,000. John recommends an annual inspection until the roof is replaced.
- Water testing for August is complete. Test is negative for bacteria.
- Jennifer made a motion to spend \$2,500 to have Master Roofers repair the roof. Christa seconded the motion. All members approved the expenditure.

New Business:

- **Budget Timetable**

- September 3rd - Trustee budget meeting
- September 4th - Budget due
- September 6th - Info due to CIP

Teri left the meeting at 8:17 pm

- **Budget Framework**

- Payroll accounts for approximately 75% of the budget
- Building accounts for approximately 10% of the budget
- Cost of being a library accounts for approximately 15% of the budget
- Line item for full time youth librarian will be kept the same as current librarian
- Heat and propane rates are going up for next year

- Currently there are no funds set aside for building repairs and maintenance. An Expendable Trust account needs to be created to save for future expenses. This is currently under discussion.
- Replacement of 2 ½ dead A/C units is also under discussion.

Upcoming Events:

Sept. 3rd - Trustee Budget Meeting 7 pm

Sept. 4th - Budget Info Due

Sept. 6th - Info to CIP

Sept. 10th - Primary Voting @ NBCS 7 am - 7 pm

Sept. 14th - Friends of the Library Book Sale

Sept. 17th - Trustee Meeting 7 pm

Motion to adjourn meeting at 8:40 pm by Jennifer. Motion seconded by Susan. All members in favor.

Respectfully submitted,
Kerri Kelley, secretary