



# Whipple Free Library

There's Always Another Chapter

## Minutes of the Library Board of Trustees

January 28th, 2025

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

**Absent:** Christa Snyder & Friends of the Library

**Members of the public:** Michael Constance (a candidate for Trustee)

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

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

- **Closing of 2024 Budget**
  - Tanya and Jennifer are working on finalizing their report.
  
- **Search for Youth Services Librarian**
  - Tanya posted the position in December.
  - 9 applications have been received so far.
  - 6 interviews have been scheduled.
  - Tanya will advertise on Facebook as well.
  
- **Library of Things Policy - Reviewed by Counsel**
  - Counsel reviewed the Library of Things policy. No changes were made by counsel.
  - Jennifer made a motion to accept the Library of Things Policy. John seconded the motion. All trustees were in favor.
  
- **Search for new web service provider**
  - Tanya is still researching our options for a new web service provider before ours retires in May.
  - Cyber Optik is user friendly and is filtered through WordPress.
  
- **HVAC - replacement status & status of NHSaves incentive**
  - We are still waiting for the 3 ordered units to come in.
  - NHSaves "Energy Efficiency Incentive Offer" for \$1,750 was received. Eversource estimates we will save \$1,174 kWh per year with the 3 new units.

- Susan made a motion to accept the \$1,750 from NHSaves. Jake seconded the motion. All trustees in favor.
- **Trustees lunch for Staff / Other future celebrations**
  - Trustees lunch for staff to be held on Friday, February 14th. We will order lunches from Moulton's Market in Amherst. Jennifer made a motion to spend up to \$250 on the Staff Appreciation Luncheon. Susan seconded the motion. All in favor.
  - The library will have a retirement celebration for Barbara in March. New Boston Pizza will provide food at a discount. Trustees decided the best way to honor Barbara would be to create a scholarship for graduating seniors in her name. There will be a big community celebration in May when college students are available to attend.

### **Recurring Business:**

- **Friends Report: Susan**
  - The Friends are rewriting their bylaws.
  - They are still looking for someone to serve as Vice President.
  - Funding for the museum passes was brought up again.
- **Minutes: Kerri**
  - December 17th Minutes reviewed. Motion to accept the amended minutes by John. Motion seconded by Jennifer. Vote unanimous.
- **Treasurer's report: Jennifer**
  - The Treasurer's report was not available at the time of the meeting.
- **Director's Report: Tanya**
  - Tanya has just finished writing her year-end report for the Town Report.
  - Interviews for the Youth Services position will take place over the next couple of weeks.
  - The Mahjong group will start collecting donations to play at their gatherings, to benefit the Library.
  - EmerTech has been working on our computer system. They have made recommendations on hardware that needs to be replaced (a battery, a network switch, and Wifi router).
- **Facilities Report: Kerri**
  - Routine water test to be completed in February.

### **New Business:**

- **Developing 2025 Projects List**
  - Trustees will all send their ideas for this year's projects to Marti.
  - Marti will email her ideas to the trustees.

- **Change to Warrant Article (#24)**
  - The Select Board voted to Establish a Library Facilities Expendable Trust with \$27,500 from unassigned fund balance from 2024. As such, no funds will need to be raised from taxpayers for 2025. Voters will still have to approve this action.
  
- **Counsel comments on Handbook revisions**
  - Counsel had concerns over the vacation and sick time policies and raised the following issue: buy-out option due to liability. “It’s possible that the Library may have high liability when either paying out vacation/sick time, or the amount of paid time off an employee is able to accrue.”
  - Jennifer will run reports to see how many hours were accrued last year. We can then look at lowering the accrual cap.
  
- **Calling Foundation and Friends to action**
  - Funding may be needed for a shed for The Library of Things and possibly a WFL sign on Route 13, for example.
  - Before asking for help raising funds for any items, we will need to determine specifications and cost information.

**Upcoming Events:**

January 22nd through 31st – Candidates File with Town Clerk  
 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)  
 May 1st – NHLTA Conference in Manchester

Motion to adjourn meeting at 8:06 pm by John. Motion seconded by Kerri. All members in favor.

Respectfully submitted,  
 Kerri Kelley, secretary