



Whipple Free Library

There's Always Another Chapter

Minutes of the Library Board of Trustees

February 18th, 2025

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

Absent: none

Members of the public: Michael Constance (Candidate for Trustee)

Meeting called to order at 7:03 pm by Marti Wolf, Chair.

Business Carried Over From Last Meeting:

- **Status of Search for Youth Services Librarian**
 - Tanya has narrowed down the search to 3 candidates.
 - The 1st round of interviews are complete.
 - Meet & Greets have been arranged so that all Trustees and staff members have a chance to meet all three candidates, get to know them a little bit, and ask any questions they may have.
 - Marti and Tanya are working on reference checks.

- **Address Counsel comments on handbook revisions**
 - A somewhat lengthy discussion took place on the comments from counsel and whether or not recent Town revisions to employee Leave benefits are ones the Library should adopt. It was ultimately decided that for now Trustees would adopt the proposals made by Marti, in keeping with counsel's recommendations and current Library operations.

- **Status of search for new website provider**
 - Tanya gave an informative presentation on CyberOptik, which is the web host that she recommends from all of her research.
 - They are the least expensive. ADA compliance and training are included.
 - They have templates that the library can choose from.
 - They will assist with the migration to the new site.
 - Cyberoptik Fees:
 - \$3500 one time fee. \$79 monthly (first month is free)= \$869 first year, \$948 yearly. \$99 yearly. Total for year one: \$4468. Total annual fee after year one: \$1047

■ Currently we pay PiperWebs \$600 per year so this is \$447 more.
The general consensus from Trustees is to move forward with CyberOptik.

- **HVAC - status of unit replacements & status of NHSaves incentive**
 - No changes at this time.

- **Report on Barbara's retirement**
 - A May celebration is being planned for an estimated 150-200 people in attendance.
 - New Boston Pizza will be providing food @ \$2/person.
 - The Friends have offered to help with desserts and beverages.
 - Trustees will contribute funds for the food, paper goods, and decorations. (Funds will not come from taxpayer money.)
 - A quilt is being made for Barbara using her summer reading t-shirts. Donations for this special gift are being accepted at the library.

Recurring Business:

- **Friends Report: Candy**
 - All officers have been elected with Cathy Daniels as Vice President.
 - They have formed a committee for Museum Passes.
 - The Friends are excited about helping the library with direction from Tanya's wish list.
 - The Auction is their main focus right now.
 - Susan is assisting the Friends by setting up an online auction.
 - Woody Woodland and Marty Kelley will be the auctioneers again this year.
 - The Friends are looking for donations of "Experiences" to auction off.

- **Minutes: Kerri**
 - January 28th Minutes reviewed. Motion to accept the minutes by Jake.
Motion seconded by Susan. Vote unanimous.

- **Treasurer's report: Jennifer**
 - Treasurer's report for December reviewed. Motion to accept the Treasurer's report by Jake. Motion seconded by John. Vote unanimous.
 - Current Treasurer's report reviewed. Motion to accept the Treasurer's report by Christa. Motion seconded by Susan. Vote unanimous.

- **Library Director's Report: Tanya**
 - There is a lot happening now: Website hosting search, Youth Services Librarian search, Barbara's retirement celebration, planning for the 4th of July, the Library of Things, and planning for the Summer Reading Program.

- **Facilities Report: Kerri**
 - Routine water test completed for February.

New Business:

- **Introduction - Michael Constance**
 - Michael spent a few minutes introducing himself to the Trustees. He is a candidate for one of the Trustee positions for 2025.

- **Developing 2025 projects list & consideration of budget**
 - Trustees are putting together their lists of projects to be considered for 2025.
 - One specific project is for a sign on Route 13. The Fire Dept. offered their help with installation. Jennifer volunteered to follow up on this.
 - Per Marti, the Foundation is on board and is looking into a Scholarship in Barbara's name.

- **Where/how Friends can help (list of opportunities)**
 - Tanya provided a list to the Friends for consideration.

- **Emergency Procedures/Safety for Employees**
 - The Employee Emergency Procedures manual was reviewed by Trustees.
 - Kerri made a motion to accept the Employee Emergency Procedures document as a living document. Jennifer seconded the motion. All Trustees in favor.

- **How can the Foundation help? (include Charitable Gaming)**
 - A discussion took place about Charitable Gaming. Trustees indicated that they have no objection to funds being raised for the Library in this way. Marti has also mentioned this to the Foundation, as they would be the ones to file applications with the casinos.
 - Michael shared his experiences with Charitable Gaming and said that Gate City Casino in Nashua was easy to work with and his non-profit benefited tremendously from it.

- **NHLTA Conference applications (2/25–4/17)**
 - Conference is May 1st in Manchester this year.

Upcoming Events:

March 2nd – Meet the Candidates Night, 7:00 pm @ Whipple Free Library

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

March 12, 17, or 18 – 3 Trustees elected must get sworn in at Town Hall

March 18th – Trustees Meeting, 7:00 pm

April 12th – Friends of the Library Auction

May 1st – NHLTA Conference in Manchester

Motion to adjourn meeting at 8:32 pm by Jennifer. Motion seconded by Susan. All trustees in favor.

Respectfully submitted,
Kerri Kelley, secretary