

CHICHESTER TOWN LIBRARY TRUSTEE MEETING

MINUTES

March 13, 2023

Call to Order: Tom Downey called the meeting to order at 6:02 p.m

Attendees: Trustees Tom Downey, Kathy Douth, and Barb Sweet; Alternate Trustees Lucille Noel and Mardy Friary; Member of the public and Library Staff Worker Dawn LaCross.

Secretary's Report: Kathy moved to accept the minutes, Tom seconded and all were in favor.

Treasurer's Report: There was no report as Carolee was not present. This is deferred until our next meeting.

***MOU re: what the Town vs. Library is responsible for covering financially**

No one had anything to add from our last meeting at this time.

***BOS agenda for second meeting on March 22**

Dawn asked if she could attend the meeting and was told yes, that it was open to the public.

New Business:

- **Incident report** (This was taken out of order to allow Dawn to report on this topic and not stay through the whole meeting)

Dawn explained what had occurred last week when she was working alone. There were some behaviors by 3 adult patrons that caused her to be alert, but not alarmed. While they were in the library another patron came in, whom she knew to be a former policeman, and she mentioned what was going on. He listened surreptitiously and did not feel it was anything to worry about. He checked in on her 2 more times during the afternoon. He did suggest that the library set up a code word to be used in the event staff ever wanted local police to swing by the library for an informal check in.

Dawn was told if ever she is working alone and feels uncomfortable, in addition to calling staff she can call a trustee to come in. **Caroline should make this clear to all staff** and should discuss this incident with staff.

Kathy and Caroline will work with the Chichester Police on having a code and obtaining a phone number to call. This should be added to the Emergency Plan Caroline is developing.

It was noted that staff has not been asked to review Library policies. All staff should read through the policies and sign a sheet stating they have done so. **Caroline** should see to this.

LOCL Report: This was reviewed (See it in the Agenda). Their next meeting is on March 20.

OLD BUSINESS

***Progress on the panic bar and EXIT signs:** This is deferred as Carolee is not present

***Panic Button:** This is tabled for now.

***Capitol Alarm:** This is tabled until after budget season. **Caroline** should be discussing and training staff on how to handle emergency situations.

***Landscaping/Gardening (Lucille):** We had a lengthy discussion. Tom can donate some bags of compost. One or 2 pavers or steppingstones are needed near the sign. We all liked the idea of having a spring cleanup involving community members, especially teens who could get community service, advertising it on Facebook and elsewhere. **Dawn** will call CYA to find out when they are doing their spring cleanup. We could do this in April, perhaps near Earth Day, or in early May.

NOTE: We should ask to have town's help in removing debris to the **MOU** at the BOS meeting.

Lucille will contact Envy to get their cost estimate of picking up debris after the cleanup, doing work on the gardens (including amending the soil, doing the edging, moving the butterfly bushes, pruning the lilac, saving the rhododendron, adding compost, etc.), and doing garden maintenance every 2 weeks or so. She will also contact Ann Davis to see if she has any interest in this work.

***Technical changes for Atrium and Overdrive (Caroline and Tom):** Tom reported that the technical changes have been completed.

There was discussion about how cataloging is being done now using Atrium. There may be some confusion about the standard process staff should use (e.g., Do you accept what comes in from the state or can you change it? What exactly are the steps to take when cataloging different areas like adult fiction, adult DVDs, etc.?) Templates would be useful as well as more training and oversight by the director to ensure all staff are doing it uniformly/correctly. As Caroline was not present, we will discuss this next time after **Caroline** has had a chance to review these minutes, create a template, and speak with staff about their needs.

***Computer Services, i.e., RMON and/or Town contract (Tom):** Tom has not been able to reach Jody. **NOTE:** Discuss adding computer services to the **MOU** at the BOS meeting.

*Use of Meeting Room Policy: Tom moved that the revised policy be accepted, Kathy seconded the motion. All voted in favor.

*Holiday Policy: It was agreed to table this for now as Caroline is absent.

*Organization of policies and procedures (Barb and Tom): Barb and Tom have not met. This is tabled until the next meeting.

*Museum pass for Dover Children's Museum (Caroline): This is tabled due to Caroline's absence.

NEW BUSINESS:

*Gift of magazine rack from Fire Dept: Unfortunately, we have no place for this large item. Kathy will thank the Fire Dept but let them know we cannot use the rack.

*Request to close Library for town meeting (Caroline): After discussion the trustees felt they could answer any questions that come up concerning the library, so it is not necessary for Caroline to attend. Staff who are residents can go to town meeting. Kathy will contact Caroline to be sure she knows of our decision ASAP.

*Newspaper article on Raymond and Wolfeboro Town Warrants: Lucille drew our attention to Town Warrants in these two towns concerning their libraries.

DIRECTOR'S REPORT

Programs:

*On March 2nd, we had a Beaver program from a Naturalist at the Audubon Center, Willa Coroka. 14 adults and 5 children attended. There was an activity afterwards that the kids loved. Overall, a great program with a history of beavers.

*Our Book Group met March 6th at 7 pm at the library. This month was a special Book Group with a facilitator from the New Hampshire Humanities-Carrie Brown. The book, Hamnet, is about the Black Plague. Those that registered received a free book.

*We are showing the movie "Elvis," on Saturday, March 25th, at 10 am at the library.

* On Saturday, April 1st, at 9 am we will have an Easter Card stitching class with Elizabeth Marston. Sign up is required with limited seats.

Other:

*The Director is working on an Emergency Plan for the Library. This will enable the staff to be able to respond better in the event of an emergency.

*Overdrive is being phased out by the State Library and now to access Overdrive you need to download and use Libby. All you need is a valid Library card. Patrons are being advised to call 798-5613 if they need help.

Statistics for February:

Atrium:

- o 343 Materials Checked in
- o 362 Checked out
- o 75 Renewed
- o 25 In-House use
- o Added 10 new patrons and deleted 12

Libby (formerly Overdrive)

- o 224 Kindle books
- o 83 eBooks
- o 224 Audio Books
- o 32 Magazines

☐ **Hoopla:** We budgeted for \$1,000 for 2023 and beyond, and our new balance is:

- o Spent \$109.37
- o 57 total circulations,
- o 15 eBooks
- o 1 movie
- o 4 new patrons.

Next Month's Meeting will be April 10th at 6 pm.

Adjourned: Barb moved to adjourn the meeting; Tom seconded. All in favor. Meeting was adjourned at 8:00 pm.

TRUSTEE SIGNATURES

DATE

Anthony E. Dorett

04/10/2023

Barbara A. Sweet

4/10/23

Thomas A. Dorett

4/10/23