

**Chichester Town Library Trustee Meeting
Minutes
June 12, 2023**

Call to Order: Tom called the meeting to order at 6:04 pm.

Attendees: TRUSTEES: Tom Downey and Barb Sweet. (Kathy Doult wasn't present).
ALTERNATE TRUSTEES: Carolee Davison and Lucille Noel. DIRECTOR: Caroline Pynes.

Secretary's Report: The May 8th minutes were amended in writing to include Caroline's attendance. There was no discussion concerning the May 23 minutes. Barb moved to accept the May 8th minutes as amended and the May 23 minutes as written. Tom seconded. The minutes were signed by the trustees at this meeting and given to **Caroline who will put them in Kathy's box** for her signature when she returns.

Treasurer's Report: Carolee reviewed the May reports and the April non-appropriated report, which she had amended to include the April book sale income.

- Appropriated: Carolee mentioned the \$200 in education was for Caroline's conference attendance, but a grant ended up paying for it. Caroline is keeping an eye on the money being spent on books. It was felt money from non-appropriated funds can be used if she goes over. Carolee noted that the electrician came in May to do work.

- Non-appropriated: Carolee noted that the income from the May book sale was \$432 and \$866 came from the plant sale. The SRP donation of \$1000 was noted and \$3900 was spent on landscaping.

There was a side discussion on work Dan has done (installing Caroline's AC unit, gluing the upstairs carpet, fixing the doorknob), and needs to do (Carolee gave him a list and **Caroline** will follow up with him – including doors, painting and bench repair). He has turned on the outside water. (NOTE: outside water turn on is located under a basement ceiling panel).

LOCL Report:

- Book Sale: The June Book Sale is set for June 24. 3 Vendors have signed up so far. The LOCL will meet next Monday.

Old Business:

- MOU: After discussion **Barb agreed to revise the MOU** and the trustees agreed to take up further discussion once Kathy has returned. Lucille noted that window replacement would have to be done by a preservation restorer and said Spook had had this done.
- Progress on panic bar for the front door: Carolee continues to work on this.
- Emergency Plan— Barb had questions. After discussion **Barb agreed to make revisions** and send them to Caroline. They can be reviewed at the next meeting. **Caroline** will ask Dan to show her where the well pump shut off is located so that can be put in the plan.
- Computer Services—**Tom** will go to the BOS office to find out what is going on with Block 5.

- Holiday Policy: After discussion Barb moved that the library stay open on Juneteenth and Tom seconded the motion. The **trustees** will take up the Holiday Policy the next time they meet to discuss the Town Library Personnel Policy.
- Vacation Policy: (Limitations on time off) Caroline talked about the impact on the staff when one person is out for a month. She will consider stopping outside ILL requests when the library is short-staffed in the future. The trustees should discuss this when they next meet to discuss the Personnel Policy. **Barb** will send out a list of possible dates she is available to meet.
- Meeting Room Policy (revised): It was decided to review this revision when Kathy returns.
- Organization of policies and procedures (Barb and Tom): Barb and Tom still must meet.
- Panic button: This is still on hold.
- Pressure washing: **Carolee** will contact the people who volunteered to do this now that the outside water has been turned on.
- IT: Tom looked at the upstairs computers and determined there was no way to fix them. We need new machines which we can buy from Tech Soup. The funds will come from non-appropriated money. **Tom and Caroline** will follow up. Caroline mentioned that she has terminated the fax line though she wants to check with the town to see if they have one in case one is needed for some documents.
- Little Libraries: Lucille reports the one at Town Hall and in Carpenter Park are all set now.
- Lisa Prizio Award: No one from the 8th grade class qualified for the award this year. There was a brief discussion about whether to change the parameters of the award. Carolee noted that last year's recipient still has not cashed the check.
- Auditors' Report: Carolee reported that the auditors came when she was gone. She left them a note to call with any questions and received no call. She is waiting for their report.
- Envy Landscaping – Addendum has not been signed, though not from lack of trying. **Lucille** will send the addendum to them for signature. Lucille has contacted them about some work (pulling vetch and cutting off dead tree branches) which they will fit in between jobs. Lucille also noted there is a pile of gravel from the gutter in the back walkway. **Caroline will ask Dan to check the gutter.**
- Insurance Policy – received from town? This will be discussed next time when Kathy is back.

New Business:

- We have another library program coming up at the Gazebo in Chichester with New Leaves. Featuring Cameron and Mary- an Americana duo singing and performing music from 7-8 pm on July 13th. Cost is \$100. Drinks will be provided: Caroline is working on getting a back up location in case of rain. Carolee reminded Caroline she needs the request for the \$100 payment one week ahead of time.
- We need to replace the patron computers because they are very slow and old. (See discussion above under Old Business; IT).
- We received Altitude Trampoline park passes for the Summer Reading program.
- We received free ice cream coupons for Frekey's in Concord to give out at our Summer Reading program.
- Dawn fell in the basement a few weeks ago, due to the light being turned off by a shopper in the bookstore. She tripped over boxes on the floor in the community room. She filled out an accident report.
- Caroline is going to the school on 6/15 to present the Summer Reading program though the school initially told her not to come as they have their own summer reading program. Caroline feels school and library need to work together. She has some talking points and wants to talk to the school about keeping the lines of communication open.

Director's Report:

- June 26th, the Summer Reading Program, "All Together Now," begins. It will end on August 4th. This year, we are encouraging everyone to use the app, Reader Zone, to track books and get information about events. Kids will get awarded prizes for every 3 books they read & up to a total of 10 books to complete the book club. The Director will be going to the Chichester Central School to talk about the SRP.
 - The "Kick-off" Day is June 26th at 11 am at Grange Hall, with Talewise Science Center presenting, "Earth's Heroes", a program about Science and Earth. For Kids K-5, and they will love this interactive program. Free Pizza and drinks afterwards!
 - First Responder Storytime at the Fire station and Police Station on 7/22/23 at 10 am. Kona Ice Truck at 11 am, make and take crafts to take home, and more. Meet at Fire station first. *You must register for this event, which has a limit of 75 kids. Call 798-5613 to register.
 - UNH presents Lobsters at Grange Hall on 08/04/23 at 2 pm. Grange hall is located at 54 Main Street. This is for K-3 grades, but all are welcome. Ice Cream Social & prize raffle afterwards to celebrate end of Summer Reading.
 - Also, we will have some Special Summer Reading Events, like LEGO DERBY. Participants can find out more through the app or by calling 603-798-5613.
- The next book sale is June 24th and will include outside vendors. The theme is "Summer Beach Reads. The sale is from 9-1. Last month's book sale brought in \$1,108, thanks to the generosity of Millican's Nursery with their annual donation of plants to sell.
- June's Book Club choice is The Personal Librarian, by Marie Benedict.

- The Library has new passes for cardholders enjoyment: Currier Art Museum, Children's Museum of Dover, Discovery Museum, Shaker Village, Beauty Woods Disc Golf and See Science Center.

Statistics for May:

Atrium:

- Check-in's: 515
- Check-out's: 453
- Renewed: 84
- In-House Use: 24
- Added patrons: 10
- Deleted patrons: 0

Overdrive (Libby app):

- 122 Ebooks Checked out
- 113 Audiobooks Checked out
- 254 Kindle Books Checked out
- 19 Magazines Checked out

Hoopla:

- 50 Total Circulations—2 new patrons
- 24 Audiobooks Checked out
- 9 EBooks Checked out
- 4 Movie Checked out
- 3 Musics Checked out
- 6 Television

Caroline noted that Hoopla is growing in popularity and will keep an eye on it moneywise.

Other:

- Time of next month's meeting is July 10 at 6 pm.

Adjourned: Meeting was adjourned at 7:42 pm.

TRUSTEE SIGNATURE

Barbara A. Sweet
Thomas A. Dwyer

DATE

7/10/23
7/10/23