

**Chichester Town Library Trustee Meeting  
Minutes  
May 8, 2023**

**Call to Order:** Tom Downey called the meeting to order at 6:05 p.m.

**Attendees:** TRUSTEES: Tom Downey, Kathy Doult, Barbara Sweet. ALTERNATES: Mardy Friary, Carolee Davison. *Director, Caroline Pyne*

**Secretary's Report:** The Report was reviewed. Barb will submit a revised report at the next meeting.

**Treasurer's Report:** Carolee handed out her report and mentioned that her report and the Lifetime bookkeepers report match this year through the month of April. Kathy moved that we accept the report with revisions to be made (adding in the book sale amounts). Tom seconded the motion. All were in favor. Carolee indicated she had taken care of reminding the town about needing to give library employees the 8% raise. Caroline said she had received the new amount but noted in her most recent check she did not and had to contact the town again to remind them. They issued her an additional check to cover the missing pay. **Caroline** advised that she would check with staff to make sure they were getting the correct amount in their paychecks.

- Appropriated – Caroline noted that we saved \$850 by having the DOL inspect our elevator this year. There was discussion about being overbudget already for library supplies. It was thought to be due, at least in part, to prices going up. Caroline advised she will watch this line item.

- Non-appropriated - Carolee pointed out the electrician's bill for work on the outside lights accounted for the \$1800+ expenditure. It was noted that Summer Reading Program events are under the non-appropriated "Programs" line item while supplies are under SRP & Storytime (Line 4) in Appropriated.

- Bookkeeper contract renewal – The contract has been signed.

**LOCL Report:**

- Envy Landscaping contract— It was determined that we did not need to add weed wacking around the mailbox to our contract because the church does that. Barb had drafted an addendum to the contract capping the total cost of maintenance to \$500 unless board approval is obtained for additional costs. Barb moved that we accept this addendum. Tom seconded the motion. All were in favor. Kathy signed the addendum. **Caroline** took the Addendum to give to **Lucille** so she could bring it to Envy. **Caroline** agreed to make up a folder for contracts and to put the addendum and the contract into it.
- Book Sale - \$473.25 was made in the last book sale.

- Pat and Charlie Hauck are willing to pressure wash the bottom of the building for no cost, except the cost of the detergent. **Carolee** will leave Dan a note to turn on the outside water and will contact the Hauck's when the water is on.

### Old Business:

- MOU re: what the Town vs. Library is responsible for covering financially:
  - Review changes – Discussion centered around items 5, 6 and 7. It was determined we would keep item 5 as is (Panic Alarm – Library), clarify that item 6 involved the Internal Security System (such as motion sensors, doors, etc) and should be covered by the Town, and 7 would also cover any contract with a fire alarm system/company, the cost of which would be covered by the Town. The thinking is that the building belongs to the Town therefore the Town should pay for its protection. We also changed 18 to specify that the inside security lighting system is something the Town should cover. Once the MOU has been agreed upon and signed, we can look into having a security survey done and obtain an estimate of the costs. Kathy noted that the town never provided us with the insurance policy for the Library. **Kathy** will check into this. **Kathy** will also type up the revisions we made to the MOU.
  - Point of discussion: IT Services – Jody indicated to Kathy that the cost to us for Block 5 services would be \$6000 but that Block 5 would be willing to waive the charge for this year understanding that we had not put it into our budget. There is a \$2403 cost for hardware which we would have to pay from our non-appropriated funds. Tom briefly looked at the contract and told us what sorts of things Block 5 would be doing for us. **Tom** agreed to talk to Jody and Block 5.
- Progress on panic bar for the front door and EXIT signs. **Carolee** will check with Rick about his friend who may have information on how to put a panic bar on our door. She reports that the Exit signs are all up.
- Emergency Plan—**Caroline** will distribute this to everyone for review.
- Computer Services—(See above, under MOU)
- Holiday Policy: We talked about the Town Policies vs the notebook Barb found of undated Library Policies. Tom voiced that we should have our own policies. **We set a date for a meeting to discuss Library Policies – Tuesday May 23 at 4:30. Caroline** will post this meeting. **Caroline** said she would talk to staff about their thoughts on Holidays.
- Vacation Policy (limits on time off?) – This will be an item we discuss during our Library Policies meeting. (See above).
- Meeting Room Policy (revised): Ongoing revisions are being made. **Barb** to do.
- Organization of policies and procedures (Barb and Tom): This is ongoing.
- Panic button: Ongoing, keep on future agendas.

## **New Business:**

- June Absences:
  - BOS – Kathy is unable to attend the next meeting as is Barb. **Tom** will cover it.
  - Board Meeting – Kathy will have to miss the next Trustee meeting. We will select an Alternate Trustee to act in her place.
- Internet Services: Caroline was interested in a deal from TDS but when she spoke to people who used TDS as their internet provider, she learned they were not happy. Kathy reported the Town switched to Comcast from TDS due to their dissatisfaction with TDS. We discussed contacting Comcast to see whether it made sense to switch our phone to them but decided to stay with what we have now while we are dealing with the Block 5 contract. **Caroline** will call TDS to get rid of our fax line which we never use any more.
- Recent SRP donation of \$1,000 from Concord Tractor. **Caroline** will thank them on our sign.
- Caroline asked for approval to purchase Reader Zone to track the Summer Reading program online. It is an app that can be downloaded onto your Apple device or Android. For a Summer Reading program with 100 participants the cost is about \$26.99 monthly and you can cancel at any time. Barb moved to approve the purchase; Kathy seconded. All were in favor.
- Our SRP will be a six-week reading program from June 26-Aug. 4<sup>th</sup>. We are still working on a flyer and Caroline will be going to the school sometime in early June to talk about the SRP: All Together Now. Caroline will show a video at the event, bring library card sign-up sheets, some books to show off and examples of prizes. Also, she will bring flyers with her to have the kids take home. This information will also be posted on the school's blogtrotter.
- TDS has a promotion for internet and phone; however, the Town had a bad experience with TDS and I spoke to some town's people and they too had bad experiences with TDS internet. Currently we pay around 127.81 for phone from TDS. Caroline will call Comcast this week to ask for a better deal. Currently we have internet and email for \$10 a month from Comcast. (See above discussion under Internet Services)
- We have two patron computers that are slow and outdated and they need to be replaced. The last time we updated the patron computers was 2019 and only one computer was replaced with a refurbished computer from Tech Soup. **Tom** will come to the library to check on the patron computers on Wednesday.
- Auditors – Carolee reports that auditors are coming on May 22 to review her bookkeeping records.
- Lisa Prizio Award – Carolee asked if we could provide the students with \$50 in cash since cashing checks is proving difficult. Barb moved to approve. Tom seconded. All in favor. **Barb** will email Ruth Bidwell to remind her of the award and to ask her to select the 2 students.
- Are Exhibit Hangers – Carolee is working on getting some to hang pictures in the library.
- Plant Sale – Carolee needs a pop up for the sale. Tom volunteered the use of his.
- Little Book house – Lucille cares for one at the Town Offices.

## **Director's Report:**

Statistics for **Atrium** in April:

- 445 Materials Checked in
- 492 Checked out
- 72 Renewed
- 13 In-House use
- Added 6 new patrons and deleted 0

#### Statistics for **Overdrive (Libby app)** in April:

- 39 Kindle books Checked out
- 95 eBooks Checked out
- 106 Audio Books Checked out
- 218 Overdrive Magazines Checked out

#### Statistics for **Hoopla** in April:

- Spent \$102.40 in April, and 4 new patrons, with 54 total circulations.
- 27 Audiobooks Checked out
- 11 EBooks Checked out
- 1 Movie Checked out
- 2 Music Checked out
- 3 Television Checked out

#### Up Coming Programs:

- On May 13<sup>th</sup>, Saturday from 9am-10, we are having a card making class for ages 8-18 to learn how to make a handmade card with teacher Elizabeth Marston. There are 12 spots and 4 have signed up so far.
- A woman named Kaitlyn called the library and wants to partner with us to do a Goodlife presentation to people 50 or older. This is free and could possibly be done downstairs sometime in June.
- Our Book Group's June selection is: The Personal Librarian by Marie Benedict for June 5<sup>th</sup> at 7 pm. People can pick up their copies now.
- On April 19<sup>th</sup> at 6:30 the library hosted an Art reception featuring art from various art students at Chichester Central School. The reception had 35 people in attendance with cookies, brownies, and raspberry lemonade. Two dozen cookies were donated by Wyatt's Wicked Goods, a bakery subscription service from Chichester. **Caroline** will send him a thank you note.
- The Down Under Bookstore Book Sales started in April. The LOCL volunteers run the book sale. The most recent book sale was Saturday, April 22<sup>nd</sup> from 9-1pm. The theme was Earth Day, and it was a huge success!
- The Next book sale is May 20<sup>th</sup> from 9-1 and a plant sale will be held too at the same time.
- During School Spring Vacation, on Thursday, April 27<sup>th</sup> at 10:30 am, the library held a showing of a Children's movie: The Bad Guys, in the downstairs area of the library. Snacks, popcorn and drinks were provided. We had 4 adults, five children and two teens.
- On Monday, May 1<sup>st</sup> at 6:30, we had a New Hampshire Humanities Poetry event called: Strange Terrain: How not to get poetry and let it get you instead by former NH Poet Laureate, Alice Fogel. This event was held at the library. We had 8 people attend.

- Storytime is every Tuesday at 10:45, and this week we are focusing on Mother's Day books and a Mother's Day craft.

- Music and Movement is every Thursday at 10:45 with dancing, singing, scarf songs, rhythm sticks, drums, and the ukulele. This week we are going to be doing some egg shaker songs and play with rhythm sticks, too.

- **Other:**

- The Director finished the State Annual Report for 2023.

- The library has new museum passes. Currently we have Currier Art Museum, Children's Museum of Dover, Discovery Museum, Shaker Village, Beauty Woods, and we are getting See Science Center in Manchester, sometime in May.

- The Director was at the NHLA Spring Conference in Meredith on May 4 & 5th.

- Time of next month's meeting: June 12 at 6 pm.

**Adjourned:** Tom adjourned the meeting at 8:50 pm.

Signature

Date

Thomas Downey

6/12/2023

Barbara A Sweet

6/12/23

Kathryn E. Douthett

07/10/23