Chichester Town Library Trustee Meeting
September 9, 2019

Call to Order:  4:05 p.m.

Attendees: Mary Castelli, Tom Downey, Kathy Doult, Carolee Davison and Library Director Caroline Pynes

Secretary's Report: Mary Castelli moved that the August Minutes be approved, Kathy seconded, and the motion carried.

Treasurer's Report: Mary moved and Tom seconded that the Treasurer’s Report be approved. Motion carried. The bill for the granite post for the mailbox has been paid. Carolee is not to pay the bill for the Children’s Area until all of the work is done.

Director’s Report:

- Programs:
  - Summer Reading Program:
    - LEGO Derby: 12 young people and 10 adults attended. Kaityln White won. Wheels from 2 years ago were found and returned to Bob and Katie Shaw.
    - SRP Finale/Ice Cream Social: 25 young people were in attendance.
  - Fish & Game/Habitats for Animals: 5 young people and 4 adults in attendance.
  - Read to Rafer the Therapy Dog: 6 young people read to the dog. (Caroline spoke to the School Librarian, Anna Benevides, about collaborating to read to Rafer. This is still in the works.)
  - Basket-making Class: 13 participants.
  - Book Signing by Jodi Scarpa, Adventures of Fluffy, and rabbit petting. Bunnies names were Snowball and Oreo. 20 people attended.
  - NH Humanities program: From Mickey to Magoo by Margo Burns on Wednesday, October 9th at Grange at 7 pm. This is more of an adult program.
  - Music program by Cameron Sutphin and Mary Megan, cost is 100 dollars will be Oct. 18th at Grange at 7 pm.
    https://www.facebook.com/camrsutphin/
    https://www.facebook.com/marymeganmusic/
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- **Scream Wounds** at the Library on Friday, Sept. 20th at 7 pm, an Adult talk and Reading with Jimmy Pappas. LOCAL will assist with set-up and refreshments. Tom Downey will help with set up of projector for Jimmy.

- **Abbot and Downing’s Concord Coach**, is a program that was approved by the Board to partner with the Historical Society at a cost of $50 for each entity. The show will be held on Sept. 18th at the Grange at 7 pm.

**Committees:**

- **Children’s Area Committee:** The table, chairs, end caps, etc., are to be delivered on Wednesday, September 9th.

- **LOCL:** Carol Hendee: Meeting is at 7 p.m. on the 21st. It is Library Card sign-up month. Can’t the Chichester Library join in an effort to bring people in? It was decided to do so, advertising via FaceBook, and promising a surprise for their efforts.

**Old Business:**

- **Parking Lot:** Granite posts/chain and installation. Posts were approved at the special meeting and the Highway Department has agreed to install them. Carolee will call Mark to order them. They will need to be installed where the rocks are currently placed. We will need to apprise the Highway Department of size and arrival.

- **Mailbox:** Has been installed.

- **Technology:**
  - “Deep Freeze” Software for cleaning histories on computer.

- **Volunteers:** Caroline hasn’t put up any signs yet but will this week. Also, there was discussion on students being able to get Community Services hours for volunteering—which they can.

- **Policy Handbook:** In progress. Barnstead Library recently had a problem where they had to call the police department. This was in reference to a supervised DCYF visit. Mary and Caroline will gather more information when they attend a meeting on meeting room policies this month. (See New Business).

- **Landscaping**
  - **Landscape ties:** completed task.
  - **Snowplow/shoveling:** Although still not finalized, shoveling is listed in Dan’s job description. Caroline will be meeting with Dan to go over the job description and talk about this. She has also agreed to do “light” shoveling/sweeping, so as to not have Dan drive in unnecessarily.
o Bushes celebrating Carolee’s and Lucille’s contributions to the library. Lucille likes the Butterfly Bush (Buddleia). Options of placement are: either end of the watering trough or by bench in same area. Lucille would like a purple bushes and Carolee would like same bushes in pink. Kathy is waiting for Ken’s phone number and/or e-mail.

• Knox Box: Completed.

• Library Survey: Survey yielded nine responses. Some of the responses said that they don’t come to our Library because it’s too hard to get downstairs with babies and strollers. I put an announcement on FB that we have a lift too. On our website, the online catalog, we put an announcement to Storytime/Toddler Time participants that a back door can be used for Storytime/Toddler Time. The winning time for events was 10 am, days in order were Tuesday, Thursday, Friday and Wednesday. However, the best time for the library on Tuesday and Thursday is at 10:45 a.m.

• Lift Light: Dan is having problems getting the correct fixture/bulb for the lift. Tom Downey has agreed to assist.

New Business:

• The Census would like to ask questions of patrons at our next Book Sale in October. The Census worker that came by was named Lila, and she wants to work with our Library to get accurate information for the Census. The Board did not have enough information to make a complete decision. Although the woman could be in the parking lot, we do not see her as setting up a desk for this purpose. The only person the Board knew of that was a Census worker was Donna Chagnon.

• Caroline just finished the book order for the CLIF Grant. Caroline has to attend the Clif Conference in White River Junction, VT on Sept. 20th. Cost is 15 dollars.

  o Caroline is working on finalizing events for the Chichester Central School for the Clif grant, some scheduling issues because the events are supposed to be in an intimate place, no cafeterias or big gymnasiums. Events are supposed to have up to 100 kids.

• Caroline and Mary Castelli are attending a workshop about Meeting Room policies by Lori Fisher of the State Library. Cost is free and is Tuesday at 9 am at Hill Library in Stafford.

• The Board approved Caroline’s attendance at a workshop on Oct. 10th called Library Management, the Nuts and Bolts, by the NHLA. Cost is 15 dollars.

• Kathy moved, Mary seconded and it was unanimously passed that Caroline attend “Literacy in the Library: READS Fall Conference 2019” on Friday, October 18, 2019 9:30 AM, at the Common Man Inn and Spa 231 Main St, Plymouth, at a cost of $45. It passed unanimously.
• The Library would like to purchase a new step ladder. The current one is not safe enough to use and it's too small. Caroline will print a picture to show Dan and make sure it fits his needs. The approximate cost of the one described to the Board is $70.

• Kathy moved, Mary seconded and it was unanimously passed that Caroline get a frame at Michael's for the Library's historical certificate, and hang it in the Reading Room. The original frame/glass was broken by the vendor during the renovation of the Children's Area.

• A patron, Leslie Ari, mentioned to a staff member that the railings need to be painted. Although she cannot sand due to a shoulder issue, she is willing to paint. Also, we need to paint the book drop. Caroline should check with Dan about this. Another resource may be David Hartley (Diamond Sign), who helped the Library in the past with painting chores.

• Another patron mentioned that there is an invasive vine growing in the gardens near the front door. Again, Dan should be notified.

• The question of when the windows were last cleaned last was raised. No one remembers if, or when, they might have been cleaned. Because it seems like a pretty large task that will have to be contracted, it was decided to budget for it in the next fiscal year.

• Caroline and Tom are working to get data off the circulation computer and Caroline's computer so that the data is not lost when the new computers are installed.

• Dusting isn't happening at the Library, and it's not on Dan's list of duties either. There was a lot of dust build up around the patron computers that Caroline cleaned up. It was suggested that staff should dust/clean, especially around the public computers, as a regular part of their duties when they are not busy.

• The Library now has a pass to the Boston Museum of Sciences.

Adjourned: 6:25 p.m.

Kathryn E. Doutt

Mary Castelli

Tom Downey