Chichester Town Library Trustee Meeting  
October 16, 2019

Call to Order: 4:09 p.m.

Attendees: Mary Castelli, Tom Downey, Kathy Doult, Carolee Davison, Library Director Caroline Pyne and Dan O'Donnell

Secretary's Report: Minutes of September meeting were accepted and signed.

Treasurer's Report: Approved as amended. (Kathy moved, Tom seconded, unanimously approved).

Director's Report:

- Programs:
  - NH Humanities program: From Mickey to Magoo by Margo Burns—Only 15 attended, but great program!
  - Music program by Cameron Sutphin and Mary Megan, is this Friday Oct. 18 at Grange at 7 pm.
  - Basket class on Sept. 30 had eight attendees.
  - An art class led by Laury Nichols is on this Sat., Oct. 19th, at 10:30 am.
  - A reception for Bill Whitman, whose abstract photographs are currently hanging in the library, has been requested by Mr. Whitman for Nov. 2nd.
  - Another basket class has been planned for November 6th. No conflicts with Girl Scouts.
  - Reading to Rafer the Dog had no participants. This may have been for a couple of factors, including a mix-up on the date. It is planned that he come to Storytime on October 29th.
  - Pam Keniston Bundy from Healing Essence Caroline is to refer her to the policy on the use of the meeting room.

Committees

- Children's Area Committee: Picture books need to be weeded and reorganized by staff, as the current arrangement is not working well.

Old Business:

- Parking Lot: The granite posts are 5' in height. It is expected that we will need to have 2' imbedded in cement. Kathy will contact Jim Plunkett so he can schedule this.
- Technology: "Deep Freeze" Software for cleaning histories on computer not completed.
- Volunteers: No new actions.
- Policy Handbook: Meeting scheduled October 30th. (This had to be rescheduled.)
- **Landscaping**
  
  - **Snowplow/shoveling:** Was put in Dan’s job description, which he signed.
  
  - **Bushes celebrating Carolee’s and Lucille’s contributions to the library.**
  
  - **Invasive vine growing in front garden(s):** There was a discussion about what herbicide to use, or what procedure to follow, to rid the front garden of bittersweet and other unwanted, invasive plants/trees. There is a concern with using a product like Roundup. Kathy will try to gather more information.
  
  - **Lift Light:** Still working on it.
  
  - **Ramp(s) for doors between "garage" area and community room:** Dan felt he could remove the threshold relatively easily.
  
  - **Storage areas for Dan’s tools and cleaning supplies were discussed.**
  
  - **CLIF Grant:** Caroline felt it was a wonderful conference. She will be at the Kelly Corner School tomorrow at 10:15 for CLIF presentation, and then to Chichester School at 11:30 with two presentations starting around 12:30
  
  - **Report from Workshop on Meeting Room Policies:** Caroline and Mary Castelli attended and got some good information.
  
  - **Report from Caroline on “Library Management, the Nuts and Bolts:”** She learned about evaluations and HR. Received a certificate.
  
  - **Stepladder:** The step ladder has arrived and Dan has put it together.
  
  - **Frame for Library’s Historical Certificate:** Not, yet complete.
  
  - **Painting of railings and sign:** Dan has begun and will finish soon.
  
  - **Window Washing:** Maybe to be done next year. We will need to get estimates.
  
  - **Preservation of data from old computers to new:** Caroline is still working on it.
  
  - **Dusting Issue:** Staff is dusting, but during the week, it is often too busy to dust. Then it is left to be done on Saturdays or by Dan on Sundays.

**New Business:**

- Lyla Bohlijian, a census worker, would like to hand out pamphlets at the book sale in November, and recruit workers for the census in 2020. The pamphlets are explanatory in nature. The Board felt that could be done. Also, someone named Sam Elgado from the Census contacted me about doing a Census day at the Library. The Board had insufficient information on which to act.
- **New Library patron cards** had to be ordered and Caroline encountered some problems. She did go to Staples where they could replicate the card; however, the color yellow is slightly different. The previous cards had been ordered from Highsmith and they have since been bought out from Demco a number of years ago.

- Caroline reported on a problem patron. The history is that she had books out for almost a year, when Caroline first came to the Library. She was sent e-mails and was telephoned; but, Caroline couldn't leave a message. The patron finally came in and brought the overdue book(s) back after a year and a half. She now, again, has three overdue books since last June. When she was called to tell her she had three overdue books, she became argumentative. Caroline is recommending that she not be allowed to borrow books. The Board recommended that all efforts to ensure the Library didn't have the books on the shelves be made before the patron's privileges be revoked.

- Do we have a policy for patrons using Caroline's color copier? Patrons have been asking to use it. This needs further research. We do let patrons use the fax machine, but it's seldom.

- Celebration for Carolee's award by NHLTA: Mary will emcee. Kathy will do the press release. Invitations are being done.

**Adjourned: 7:08 p.m.**

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**Mary Castelli**

**Kathy Doutt**

**Tom Downey**