Chichester Town Library Trustee Meeting  
November 13, 2019

**Call to Order:** 3:59 pm  

**Attendees:** Mary Castelli, Kathy Doutt, Tom Downey, Caroline Pynes, Library Director, Carolee Davison, Treasure/Alternate, Mary Jane Colbert, Alternate

**Secretary’s Report:** Kathy distributed minutes and MJ made motion to accept October Minutes, Tom seconded the motion, all were in favor and minutes were accepted.

**Treasurer's Report:** Carolee distributed the October Appropriated report. Kathy commented on a few line items that were over budget (DVD’s and magazines, community outreach which includes Old Home Day, coffee, snacks). A suggestion of putting out a "Donation" jar in the snack area of the Library and buy a few things in bulk to help offset these costs. Kathy moved to accept this report, Mary seconded. All were in favor.

**Director's Report:**

- **Programs:**
  - *Music program by Cameron Sutphin and Mary Megan:* 15-20 people attended and will be invited back next year, good program.
  - *Pontine Theatre – December 12 at 7 pm.* Carolee suggested to dedicate this program for Jeff Jordan.
    - *Art class* led by Laury Nichols: She needed to postpone and will contact Library when she’s able to hold another class.
    - *A reception for Bill Whitman,* whose abstract photographs are currently hanging in the library, has been requested by Mr. Whitman for Nov. 2nd. Approximately 33 people came.
    - *Basket class:* 8 people attended for Halloween class and another class is tonight with 5 people signed up.
    - *Reading to Rafer the Dog:* No one attended but could be due to no school that day. Caroline will try for another time and will coordinate with school librarian for an afterschool program.
    - Caroline reached out to Christopher Dudley about having a Contra Dance in January. The Library would be responsible for paying an accompanist ($50) and a caller ($?) along with Mr. Dudley ($50). This will be discussed at next meeting.

**Committees**

- **Children’s Area Committee:** The train table was returned by Laury Nicholas, she was not able to renovate the cover due to complications but did paint it. The library is holding the Open House for the Children’s Center. Kathy sent info to the town. There are some activities planned and free books. The Currid family donated a grant through their business of $5000. The Library spent another $16,449. This money was no cost to the tax payers, it came out of the Lover’s of the Chichester Library (LOCL) funds. There were also anonymous donors as well. A few words will be said during the Open House. It was discussed if the Library would dedicate the Children’s Area to someone but we decided not at this time but Lisa Prizio would be mentioned as to being a driving force for this new area.
Old Business:

- **Parking Lot:** Kathy mentioned that we are on Jim Plunkett's list. He will be setting up the granite posts in the driveway.

- **Technology:** Last Friday Tom worked on computers and this Friday Tom will be replacing 2 computers: circulation desk and Caroline's office. Then he will work on "Deep Freeze" Software for cleaning histories off public computers.

- **Volunteers:** Caroline found a new volunteer, Joan Davis. She called her and left a message but has not yet heard back.

- **Policy Handbook:** Next meeting is scheduled for November 20 at 4 pm. Tom will convert the PDF Policy Handbook into a Word Document and send to Trustees.

- **Landscaping:**
  - Snow shoveling – will be done by Dan unless very light snow, the Library Director or Aides will care for the steps/walkways.
  - Invasive vine growing in front garden(s): this has been removed by Dan, he is digging it up. Home grown remedy: Dawn, epsom salts and vinegar.

- **Light Cover:** Caroline called Brian Lake last week and left message. A cover for the lift light has been replaced from a light cover in sorting room, so still need a cover for the light in sorting room.

- **Storage areas** for Dan's tools and cleaning supplies. It was mentioned to give him more room possibly under the stairs in bookstore. This door will need to be locked. Caroline will buy a few signs "Staff Only" and put these in appropriate places. More security will be tabled until the January.

- **Frame for Library's Historical Certificate:** Frame is now ready at Michael's. Caroline will pick up soon.

- **Painting of railings and sign:** railings have been painted by Dan. The main sign is not painted. We'll wait until spring to complete and possibly get bids.

- **Window Washing:** Maybe to be done next year. We will need to get estimates.

- **Problem Patron:** There is a patron (town resident) who will be contacted by mail because of 1 overdue book from June 2019. This is the first step, second step is certified letter.

New Business:

- **Budget:** Carolee distributed the "Proposed Budget" and "Justification" documents. The Trustees reviewed the budget and amendments are forthcoming. The meeting scheduled to present the 2020 Budget to the Town is scheduled for December 3 at 8:30.
• Stationery/Note Cards: We are out and Kathy has been copying these on her own copier. Mary will bring these to the Epsom printer “Granite Image”.

• Storage of files: Kathy has taken these from Lucille and will bring these to the Library to put into file cabinets that are on the 3rd floor.

• Color copier is not to be used for patrons. We do let patrons use the fax machine.

• Selectman’s chairs and stove have been moved to the Historical Society.

• Pam Keniston Bundy would like to do a class about Reiki and Hypnotist for donations only. The Board discussed that the Library agrees to allow her to hold two informational presentations but do not have donations or monies exchanged.

• Caroline asked about using the Library for a political phone bank. She told someone, “no”, who contacted the library about this. Currently the policy states no political posters.

• Caroline attended a Young Adult Library Services (YALS) meeting. The Board agreed to pay the membership fee for this organization. She learned about Escape rooms for teens and Harry Potter theme nights. Another idea was to hold interactive movies, like Elf, where patrons come dressed as elves and the Library would give out prop bags.

• New Therapy dog, Nox and handler Valerie Carter will be dropping off the necessary paperwork soon. Caroline met the dog, it’s a smaller black labradoodle. Caroline is try to get a grant for a literacy program from CLIF, involving therapy dogs. This could be an afternoon school program, coordinating with school(s). If grant is given to the Library, then the money will also involve a tutor for people with literacy issues.

• Policy for dogs/animals in the building. This will be discussed at a future policy handbook meeting.

• Heather Taluba, a patron and a contact at the Fire Dept. told Caroline that our AED was not inspected this year. She inspected it and said that the staff should be trained on how to use it. A January training for the AED and CPR was discussed.

• After a complaint regarding an air freshener, these will no longer be used in the Library. Caroline left a note for Dan so he is aware.

• Complaint by patron regarding set up of public computers and lack of privacy. This will be discussed at a future meeting. No action taken at this time.

• Adjourned: motion made by Mary Jane and seconded by Kathy. All were in agreement. At 6:18

Mary Castelli

Kathy Douth

Tom Downey