

**Conant Public Library  
Board of Trustees Meeting  
July 9, 2019**

The meeting was called to order at 7:10pm by Chairman Rick Durkee. Present were: Rick Durkee, Marcia Racine, Denis Murphy, Abigail Storm, Bonnie Leveille, Janet Mantel, and Marcia Ammann. Excused: Betty Freyenhagen, Marge Merrifield, and Mitty Johnson.

Marcia Ammann was designated secretary of the July meeting. Minutes from the June meeting were read and accepted. The next meeting of the Board will be on Tuesday, August 13.

First on the agenda was a warm welcome to the new Library Director, Abigail Storm, whose position started on July 1st.

The Board expressed deep gratitude to Peggy Cushing, Rebekah Lahane, Marcia Ammann, Mitty Johnson, Betty Freyenhagen and Janet Mantel for keeping the library running smoothly while the search for a new librarian was completed.

It was suggested that something be done for Acting Director Peggy Cushing to thank her for her hard work and the fact that, during this process, she was unable to take time off. A motion was made by Denis, seconded by Janet to present Peggy with a gift of \$500. Vote: Unanimous. It was also moved by Bonnie to roll Peggy's unused vacation time from 2018, 2019 and 2020 for her to use, seconded by Marcia R. Vote: Unanimous. Denis moved that a gift card for \$100 be presented to Dapesh with thanks for his role in keeping the library running smoothly. Vote: Unanimous.

Librarian's Report: Abigail reported that she is evaluating the library circulation and is looking for an increase in the numbers. Storytime Circle begins this week and will begin on Wednesdays at 1:00pm. She is reaching out to local authors who might be guest speakers, cautioned by Rick that some might be looking for a way to sell their books. Abigail also wants to reach out to middle and high school students to become volunteers. Discussion followed about the need for parental permission, and a background check for any volunteers over 18. Abigail will call the Municipal Association to check on the requirements for this.

A rough draft/collection policy will be discussed at next month's meeting. Abigail also raised the question of a computer use policy for the children's room. After some discussion on how to proceed, it was decided that Abigail consult with the Board's computer consultant. Patrons are trying to access old ledgers that are being kept downstairs. It was decided that Abigail will put curtains across the bottom stacks to protect them.

A **Meet & Greet** for the community to welcome our new Director will be held on **August 17 at 11:00 pm in the library**. Rick questioned whether the work on the hot water heater and furnace has been completed. Abigail will check with Peggy. The front door restoration will be completed when the door handle, which will be historically that same as the original, is ready.

Rick plans to meet with Selectmen on July 10 concerning the lack of bids on the roof and masonry project. Both need to be completed before painting and organization of the museum can be tackled.

Denis is waiting for a determination from the Municipal Association on insurance for the Director. There were several documents from the creation of the Conant Library that needed to be provided.

The subject of having a panic button at the library was brought up. Abigail will check with staff. It was suggested that Abigail incorporate adults into the Summer Reading program. This year's Book Sale was discussed. Based on last year's success, it was agreed that there would be one this year during the Pickle Festival on September 28th. Janet will work with Abigail on how to order materials for the library.

The Board agreed that additional meetings regarding the annual budget and work on the policy manual are needed. The meeting on **August 13th** will be dedicated to creating next year's budget. The policy manual will be reviewed and updated on **August 27th**. Denis invited the members of the Board and Director to join the Winchester Kiwanis for dinner at 6:00pm (to be held at the Kiwanis Pavilion) prior to the 7:00pm meeting at the library.

Denis moved to adjourn, seconded by Marcia R. Vote: Unanimous. The meeting adjourned at 8:45pm.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Marcia C. Cunniff".