

Approved 06/12/23 JB
DRAFT

Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: May 9, 2023

Attendance:

Present: Jennifer Bennett, Ann Goodrich-Bazan, Jeny Levissee, Jenn Howe, Kristin Landry, Barb Depew, Amaret (Mitty) Johnson, Thea Marsh, and Library Director Barry Deitz; Excused

Absence: Mary Gannon

Public Meeting convened: 6:32 p.m., meeting called to order by Ann.

Reports

Secretary's Report

Jenn made a motion to approve the 04/11/23 minutes as written, Barb seconded. No discussion; 8 yes, no abstentions. Motion carries.

Treasurer's Report

Mitty made a motion to approve the Treasurer's report as written and placed up for audit, Kristin seconded. No discussion; 8 yes, no abstentions. Motion carries.

Trust Funds - Jenn said that we get checks from the accounts with the town and we will begin receiving a monthly statement, so we will know when we should be receiving checks.

Director's Report

See attached Director's Report. Barry will set up a meeting with Thea about book recommendations. Steve Piscatello is the new school librarian. Jenn asked if the Summer Reading Program could go on into the month of August instead of the end of July, so Barry said yes it can. Storytime will start back up soon.

Old Business

Hiring Forms - Mitty said that the RSA states that the Board, not Barry, needs to hire each employee on Barry's recommendation. The minutes for Board approval of employment would be attached to the employment agreement. The Rate of Pay Agreement needs to be a separate form because you need a new one each time there is a change. Minutes need to be attached to each Rate of Pay Agreement.

Policies reflected in old Payroll Status Sheet - Tabled until June meeting.

New Business

NH Library Trustees Assoc. Orientation Workshop - Ann plans to attend, and Jennifer, Jenn, Barb, and Mitty will try to attend as well. Ann provided sample pages of the NHLTA Board Responsibilities.

Committees - Bylaws state that the two committees we must have are Bylaws and Building. Ann suggested that we could pull in some people from the town hall for the Building committee. Thea and Mitty are willing to join the Building committee (Barry as well and possibly Ann). Thea recommended asking a selectman to attend. Mitty will ask Natalie Quevedo and Karey Miner to join. Ann said we also need a Finance committee, and she thinks someone on the Town finance committee should attend as well as Amy Bond. Bylaws & Policies committee will be Ann, Mitty, Jeny, and Kristin. Museum committee will be Jennifer, Jeny, Thea, Annalise, and we will contact Marcia Racine and Marcia Ammon as well. Jennifer asked about bringing in Jen Reidell Montigny from the Historical Society, but we will hold off for a couple months on that.

Investment Policy - This is what Bar Harbor Charter Trust uses. Edit made to document: change "Investment committee" to "Finance committee." Every February the Finance committee will review the Investment Policy statements. There will be future discussion re: socially responsible investments.

Finance Policy - Purchasing and Fiscal Management Policy - Jenn will plan a time to meet with the Finance committee about any adjustments to the policy. She will also meet with Barry to discuss how Annalise should be spending her time on this.

BOT Bylaws - Ann sent our Bylaws to Connie from the Library Trustees Association to look over. Connie sent back a list of things that should be looked at and adjusted. We do not have to share our bylaws for approval or otherwise with anyone else. Connie suggested that we have an attorney review it; Ann suggested we ask for the Town attorney.

Graffiti on the Table in the Meeting Room - Barry will reach out to Michael Haman for ideas on refinishing the table or to give an estimate on refinishing the table because of all the graffiti, including another swastika, "KKK," and some curse words which have likely been on the table for several years at this point. Discussion ensued into co-sponsoring a Holocaust education program at the school. Jennifer will send Barry the information she previously emailed to the principal and he will contact the new librarian about it.

Meeting adjourned: 8:41 p.m. Barb made a motion to adjourn. Jenn seconded. No discussion; 8 yes; no abstentions. Motion carries.

Next meeting is MONDAY June 12, 2023

Submitted by,

Secretary
Jennifer Bennett



Conant Public Library
Forecast vs. Actual
July - April, 2023

Month #

10

	Forecast	Total	Variance
Revenue			
Book Sales	0.00	480.30	480.30
Copier Income	187.50	96.60	(90.90)
Fines	166.67	0.00	(166.67)
Grants	6,250.00	0.00	(6,250.00)
Interest	4.17	0.00	(4.17)
Library Donations	500.00	30.30	(469.70)
Membership Dues	50.00	0.00	(50.00)
Museum Donations	83.33	0.00	(83.33)
Replacement Items	50.00	0.00	(50.00)
Town Funds	74,916.67	74,916.67	- *
Trust Funds	25,185.00	18,499.89	(6,685.11)
Total Revenue	\$ 100,789.17	\$ 94,023.76	(6,765.41)
Gross Profit	\$ 100,789.17	\$ 94,023.76	(6,765.41)
Expenditures			
Accounting	0.00	3,770.00	(3,770.00)
Advertising	83.33	0.00	83.33
Alarm System	375.00	1,042.50	(667.50) — Alarms needed to be replaced
Audit	2,180.00	75.00	2,105.00
Bank Fees	41.67	54.61	(12.94)
Bindery	0.00	0.00	-
Book Repairs	0.00	95.25	(95.25) — paid Peggy for training
Books	7,500.00	7,044.38	455.62
Computer	833.33	0.00	833.33
Copier Expenses	833.33	333.81	499.52
Custodial Expense	583.33	0.00	583.33
Electricity	3,333.33	1,297.94	2,035.39
eResources	2,000.00	530.68	1,469.32
Fees/Professional Dues	1,166.67	0.00	1,166.67
Furniture	416.67	0.00	416.67
Insurance - Other	0.00	0.00	-
Library Supplies	833.33	712.87	120.46
Magazines	0.00	29.00	(29.00)
Maintenance & Repair	0.00	0.00	-
Multimedia/DVD	666.67	225.55	441.12
Museum	416.67	0.00	416.67
Oil	12,000.00	10,677.00	1,323.00 *
Office Supplies	0.00	1,493.90	(1,493.90) — Move up to Office Supplies
Postage	0.00	7.98	(7.98)
Printer	0.00	0.00	-
Programs	1,666.67	825.58	841.09
Subscription	0.00	2,218.00	(2,218.00) — Jenn will get details
Telephone & Internet	1,500.00	1,828.46	(328.46)
Training/Education	333.33	100.00	233.33
Other Miscellaneous Expenses	0.00	1,263.84	(1,263.84)
Water & Sewer	500.00	385.53	114.47
Website	0.00	0.00	-
Total Expenses	\$ 37,263.33	\$ 34,011.88	\$ 3,251.45
Payroll Expenses		4,633.81	(4,633.81)
941		353.67	(353.67)
Health Insurance	8,160.00	0.00	8,160.00
Taxes	3,533.45	3,378.93	154.52
Wages	58,978.90	47,589.71	9,389.19
Total Payroll Expenses	\$ 68,672.35	\$ 55,956.12	12,716.23
Total Expenditures	\$ 105,935.68	\$ 89,968.00	15,967.68
Net Operating Revenue	\$ 63,525.83	4,055.76	22,733.09
Net Revenue	\$ 63,525.83	4,055.76	22,733.09

\$ -

Director's Report
Conant Public Library
May 9, 2023

Management:

NEW Library Assistant - Welcome Annalise Lozier!

Employee Relations:

Training with Annalise

Planning Ideas for Summer Reading

Annalise Storytime

Community Relations:

Art Event with Bob Marrone (sort of)

Food Festival

Farmer's Market

Writing Group on May 10th

Planning with Learning Center

Ordered Security Camera

Spring Fling with 6-8 graders

Statistics:

April	2023	2022
Loans	201	195
Holds	9	6
Adult Patrons	202	123
-13 Patrons Served	57	45
Computer Used	8	5

New website - late October