

Approved April 11, 2023  
as amended  
~~DRAFT~~

## Conant Public Library Board of Trustees Meeting Minutes

**Meeting Date:** March 20, 2022

### **Attendance:**

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

**Public Meeting convened:** 6:35 p.m., meeting called to order by Mitty.

Ann made a motion to continue with the current officers for one month until new trustees can be sworn in, due to delayed voting. Barb seconded. No discussion; 6 yes, no abstentions. Motion carries.

### Reports

#### **Secretary's Report**

Ann made a motion to approve the 03/20/22 minutes as written, Kristin seconded. No discussion; 6 yes, no abstentions. Motion carries.

#### **Treasurer's Report**

The Treasurer's Report is tabled for tonight. Ann suggested that Jenn Howe meet with either Mitty or Barry to discuss some things coming up, and Mitty asked if it would work to switch back to Tuesdays as Jenn will be gone the next 2-3 months, so Barb asked Jenn and Jenn will let Mitty know.

#### **Director's Report**

See attached Director's Report. Mitty asked Barry to put in the invoice to pay Peggy Cushing for her book repair training, as was voted for at the previous meeting. Barry is training Aimee on the inter-library loan process. He was also called into jury duty, so Aimee will cover some, he is asking Susan and Jennifer Bennett to cover other hours/days. Ann made a motion to expend \$875 to continue our relationship with Piper Webs to upgrade the website; Barb seconded. No discussion; 6 yes, no abstentions. Motion carries. Barry will check with Brown about an ongoing service contract and then also check with Karey Miner at the Town Hall to see if the library can get in on their contract with Glocal Computer Solutions. Vote for approving the quote provided by Brown to be tabled until next month until we hear back from Barry.

**Old Business**

**Art Show** - Barry will go to Facebook or Google and search for UCC Church in Peterborough to contact Bob Marrone. Mitty will head up an opening reception. Board will contribute snacks, hors d'oeuvres, etc.

**Codelia Hinds Wheeler Art** - Jeny Levissee and Jennifer Bennett worked upstairs in the museum to learn more about the approx 200 pieces of artwork that were donated to the library in 1918 after the death of Winchester-resident, Cordelia Hinds Wheeler. They found around 60-65 numbered paintings in the style of the Hudson River School that were refinished and framed by Rev. Donat Lamothe, born in Keene and current Prof Emeritus at Assumption in Worcester. They were trying to sell her best works during the Centellian celebration in 1991. Jennifer sent Rev. Lamothe an email to make contact, but has not heard back. Jennifer has started a family tree on Cordelia and will get some help with this from the Genealogy Club.

**Hiring Policy** - Jeny went into the document and made the changes suggested. She doesn't have the information about the Policy Manual to input into the document. Mitty will email it to her.

**Money Owed to the Town** - Mitty will see what she can find out about this for next month.

**New Business**

**Non-Public Session** - 7:48 p.m. Jeny made a motion to go into non-pubic session (including Barry Deitz) in accordance with RSA 91-A:3 II (a-e). Barb Depew seconded. Roll call vote "yes" 6, no opposed, no abstentions. Barb made a motion to leave non-public session and move back into public. Jennifer seconded.

Roll call vote "yes" 6, no opposed, no abstentions. Non-public ended at 8:37 pm.

**Meeting Night Change** - We will meet on the second Tuesday of the month for the next two months to accommodate the attendance of Jenn Howe for the Treasurer Report.

**Meeting adjourned:** 8:41 p.m. Kristin made a motion to adjourn. Jennifer seconded. No discussion; 6 yes; no abstentions. Motion carries.

Next meeting is April 11, 2023

Submitted by,

Secretary  
Jennifer Bennett



**Conant Public Library**  
**Forecast vs. Actual**  
 July - February, 2023

Month #

8

*Note for approval tabled until next month*

	Forecast	Total	Variance
<b>Revenue</b>			
Book Sales	0.00	288.50	288.50
Copier Income	150.00	96.60	(53.40)
Fines	133.33	0.00	(133.33)
Grants	5,000.00	0.00	(5,000.00)
Interest	3.33	0.00	(3.33)
Library Donations	400.00	30.30	(369.70)
Membership Dues	40.00	0.00	(40.00)
Museum Donations	66.67	0.00	(66.67)
Replacement Items	40.00	0.00	(40.00)
Town Funds	59,933.33	59,933.33	- *
Trust Funds	20,148.00	15,703.01	(4,444.99)
<b>Total Revenue</b>	<b>\$ 80,631.33</b>	<b>\$ 76,051.74</b>	<b>(4,579.59)</b>
<b>Gross Profit</b>	<b>\$ 80,631.33</b>	<b>\$ 76,051.74</b>	<b>(4,579.59)</b>
<b>Expenditures</b>			
Accounting	0.00	3,170.00	(3,170.00)
Advertising	66.67	0.00	66.67
Alarm System	300.00	1,042.50	(742.50)
Audit	1,744.00	75.00	1,669.00
Bank Fees	33.33	25.30	8.03
Bindery	0.00	0.00	-
Books	6,000.00	4,159.49	1,840.51
Computer	666.67	0.00	666.67
Copier Expenses	666.67	232.81	433.86
Custodial Expense	466.67	0.00	466.67
Electricity	2,666.67	1,138.54	1,528.13
eResources	1,600.00	488.18	1,111.82
Fees/Professional Dues	933.33	0.00	933.33
Furniture	333.33	0.00	333.33
Insurance - Other	0.00	0.00	-
Library Supplies	666.67	0.00	666.67
Magazines	0.00	0.00	-
Maintenance & Repair	0.00	0.00	-
Multimedia/DVD	533.33	76.31	457.02
Museum	333.33	0.00	333.33
Oil	12,000.00	10,677.00	1,323.00 *
Office Supplies	0.00	1,493.90	(1,493.90)
Postage	0.00	7.98	(7.98)
Printer	0.00	0.00	-
Programs	1,333.33	728.13	605.20
Subscription	0.00	2,098.00	(2,098.00)
Telephone & Internet	1,200.00	1,680.71	(480.71)
Training	266.67	0.00	266.67
Uncategorized Expense	0.00	4,096.96	(4,096.96)
Water & Sewer	400.00	252.13	147.87
Website	0.00	0.00	-
<b>Total Expenses</b>	<b>\$ 32,210.67</b>	<b>\$ 31,442.94</b>	<b>\$ 767.73</b>
<b>Payroll Expenses</b>			
		4,633.81	(4,633.81)
941		353.67	(353.67)
Health Insurance	6,528.00	0.00	6,528.00
Taxes	2,826.76	2,612.27	214.49
Wages	45,583.12	36,503.27	9,079.85
<b>Total Payroll Expenses</b>	<b>\$ 54,937.88</b>	<b>\$ 44,103.02</b>	<b>10,834.86</b>
<b>Total Expenditures</b>	<b>\$ 87,148.55</b>	<b>\$ 75,545.96</b>	<b>11,602.59</b>
<b>Net Operating Revenue</b>	<b>\$ 48,420.67</b>	<b>505.78</b>	<b>16,182.18</b>
<b>Net Revenue</b>	<b>\$ 48,420.67</b>	<b>505.78</b>	<b>16,182.18</b>

Director's Report  
Conant Public Library  
March 20, 2023

Training and management:

Book Repair with Peggy Cushing - Mitty told Barry to pay Peggy  
Preparing for new search for Assistant Librarian

Employee Relations:

Expanded training with Amie (ILL)

Community Relations:

Website Report

Summer Reading with ACCENT

Open Mic Night at ELMM

Halloween Event with ELMM

~~Nat~~ Natalie Quevedo from ACCESS Board  
Kim from ELMM CC  
Beck

Continuing Brush Stroke Painting Group

Writing Group

Board Relations:

Report from Brown Computer Solutions

Statistics:

2/13 - 3/18/23		2/2022
Loans	158	315
Holds	10	6
Adult Patrons	200	109
-13 Patrons	58	36

Keene  
148 Key Road  
Keene, NH 03431

Brattleboro  
27 Birge St  
Brattleboro, VT 05301

Patrick Brown  
Created 02/13/23  
Modified 02/13/23  
Valid for 7 days

**Conant Public Library**

111 Main Street  
Winchester, NH 03470

**CONTACT:**

director@conantlibrary.org  
(603) 239-4331

**SHIPPING ADDRESS:**

**CUSTOMER PO:**

ITEM	DESCRIPTION	QTY	BO	PRICE	EXTD PRICE
ONESLUS1BLK	Sonos ONE SL US (Black)	<del>2</del>	0	<del>\$199.99</del>	<del>\$399.98</del>
	Deep Freeze	3	0	\$48.00	\$144.00
	UDM-US Dream Machine Router and Access Point	1	0	\$299.99	\$299.99
22E1H	AOC 22E1H 21.5-inch Display with HDMI/VGA	<del>1</del>	0	<del>\$139.99</del>	<del>\$139.99</del>
SVCOS	On Site Service Call (1st hour)	1	0	\$150.00	\$150.00
SVCOS1	On Site Service Each Additional Hour	3	0	\$100.00	\$300.00

**RETURN/CANCELLATION POLICY**

Special order items may require a non-refundable deposit. Configure to order Macs cannot be cancelled and are non-returnable. Cancellation or return exceptions are made at the sole discretion of management. Factory Sealed Stocked Items may be returned within 14 days. Open-box and special order items are non-returnable. Return exceptions with minimum 20% restocking fee at management discretion. Absolutely no returns on software keycodes, headphones or earbuds. BCS is not responsible for any data left on a returned device.

<b>SUBTOTAL:</b>	\$1,433.96
<b>SHIPPING:</b>	
<b>TAX:</b>	\$0.00
<b>TOTAL:</b>	<u>\$1,433.96</u>

**PAYMENT(S):**

Signature \_\_\_\_\_

