

~~DRAFT~~ Approved May 9, 2023

## Conant Public Library Board of Trustees Meeting Minutes

**Meeting Date:** April 11, 2022

### **Attendance:**

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

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

### **Election of Officers**

Jeny nominated Ann Goodrich-Bazan as Chair, Jenn seconded. Ann accepted. No discussion; 9 yes, no abstentions. Motion carries.

Barb nominated Mitty Johnson as Vice Chair, Jennifer seconded. Mitty accepted. No discussion; 9 yes, no abstentions. Motion carries.

Mitty nominated Jenn Howe as Treasurer, Kristin seconded. Jenn accepted. No discussion; 9 yes, no abstentions. Motion carries.

Barb volunteered as Vice Treasurer, Jennifer seconded. No discussion; 9 yes, no abstentions. Motion carries.

Mitty nominated Jennifer Bennett as Secretary, Barb seconded. Jennifer accepted. No discussion; 9 yes, no abstentions. Motion carries.

### **Reports**

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

Mitty made a motion to approve the 03/20/22 minutes as corrected, Kristin seconded. No discussion; 6 yes, 3 abstentions. Motion carries.

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

Barb will review various organization systems for the treasury. Mitty made a motion to approve the Treasurer Report and place it up for audit, Barb seconded. No discussion; 9 yes, no abstentions. Motion carries.

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

See attached Director's Report.

## **Old Business**

**Art Show** - Artist Bob Marrone will come on April 25th to install the paintings. Barry's wife will assist. Barry will let Bob know they will need a tall ladder. Saturday April 29th will be the opening night and it will run through May. There is an art event at the ELMCC on the 28th and Barry will advertise for the opening night there. Mitty will lead the reception portion and board members will contribute (baked goods, drinks, etc.).

**Codelia Hinds Wheeler Art** - After the last meeting, Jeny, Ann, and Jennifer went into the basement and confirmed that the unframed paintings in the back corner were indeed Cordelia Hinds Wheeler's art. They are very dirty and water damaged and will need to be thrown out. Apart from that, there is no further progress in this area.

**Hiring Policy** - Reviewed and discussed templates for New Hire Employee Checklist and Employee Payroll Status Sheet. Mitty will take the New Hire checklist to the Town Hall and run it by Amy.

**Money Owed to the Town** - There was a water & sewer bill for the last quarter of 2022 that was not paid, but Barry brought the check over to Jim today and the issue is resolved.

**Board Chair Roster** - There is some missing information on the roster, specifically terms for each member. Roster was updated as the meeting progressed.

## **New Business**

**Non-Public Session** - 8:06 p.m. Mitty made a motion to go into non-public session (including Barry Deitz for first half) in accordance with RSA 91-A:3 II (a-e). Barb Depew seconded. Roll call vote "yes" 9, no opposed, no abstentions. Barb made a motion to leave non-public session and move back into public. Mary seconded. Roll call vote "yes" 9, no opposed, no abstentions. Non-public ended at 8:52 pm.

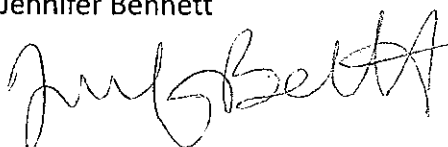
**Meeting Night Change** - We will meet on the second Tuesday in May. June will go back to Monday night meetings. Barb will let Barry know to change the sign on the door.

**Meeting adjourned:** 8:54 p.m. Mitty made a motion to adjourn. Kristin seconded. No discussion; 9 yes; no abstentions. Motion carries.

Next meeting is Tuesday May 9, 2023 at 6:30 p.m.

Submitted by,

Secretary  
Jennifer Bennett



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

Month #

9

	Forecast	Total	Variance
<b>Revenue</b>			
Book Sales	0.00	288.50	288.50
Copier Income	168.75	96.60	(72.15)
Fines	150.00	0.00	(150.00)
Grants	5,625.00	0.00	(5,625.00)
Interest	3.75	0.00	(3.75)
Library Donations	450.00	30.30	(419.70)
Membership Dues	45.00	0.00	(45.00)
Museum Donations	75.00	0.00	(75.00)
Replacement Items	45.00	0.00	(45.00)
Town Funds	67,425.00	67,425.00	- *
Trust Funds	22,666.50	15,703.01	(6,963.49)
<b>Total Revenue</b>	<b>\$ 90,710.25</b>	<b>\$ 83,543.41</b>	<b>(7,166.84)</b>
<b>Gross Profit</b>	<b>\$ 90,710.25</b>	<b>\$ 83,543.41</b>	<b>(7,166.84)</b>
<b>Expenditures</b>			
Accounting	0.00	3,770.00	(3,770.00)
Advertising	75.00	0.00	75.00
Alarm System	337.50	1,042.50	(705.00)
Audit	1,962.00	75.00	1,887.00
Bank Fees	37.50	26.80	10.70
Bindery	0.00	0.00	-
Book Repairs	0.00	95.25	(95.25)
Books	6,750.00	5,732.39	1,017.61
Computer	750.00	0.00	750.00
Copier Expenses	750.00	333.81	416.19
Custodial Expense	525.00	0.00	525.00
Electricity	3,000.00	1,297.94	1,702.06
eResources	1,800.00	530.68	1,269.32
Fees/Professional Dues	1,050.00	0.00	1,050.00
Furniture	375.00	0.00	375.00
Insurance - Other	0.00	0.00	-
Library Supplies	750.00	712.87	37.13
Magazines	0.00	29.00	(29.00)
Maintenance & Repair	0.00	0.00	-
Multimedia/DVD	600.00	225.55	374.45
Museum	375.00	0.00	375.00
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	1,500.00	825.58	674.42
Subscription	0.00	2,158.00	(2,158.00)
Telephone & Internet	1,350.00	1,828.46	(478.46)
Training/Education	300.00	100.00	200.00
Other Miscellaneous Expenses	0.00	1,711.50	(1,711.50)
Water & Sewer	450.00	252.13	197.87
Website	0.00	0.00	-
<b>Total Expenses</b>	<b>\$ 34,737.00</b>	<b>\$ 32,926.34</b>	<b>\$ 1,810.66</b>
<b>Payroll Expenses</b>		4,633.81	(4,633.81)
941		353.67	(353.67)
Health Insurance	7,344.00	0.00	7,344.00
Taxes	3,180.11	3,079.48	100.63
Wages	51,281.01	43,249.39	8,031.62
<b>Total Payroll Expenses</b>	<b>\$ 61,805.12</b>	<b>\$ 51,316.35</b>	<b>10,488.77</b>
<b>Total Expenditures</b>	<b>\$ 96,542.12</b>	<b>\$ 84,242.69</b>	<b>12,299.43</b>
<b>Net Operating Revenue</b>	<b>\$ 55,973.25</b>	<b>(699.28)</b>	<b>19,466.27</b>
<b>Net Revenue</b>	<b>\$ 55,973.25</b>	<b>(699.28)</b>	<b>19,466.27</b>

**Director's Report**  
**Conant Public Library**  
**April 11, 2023**

**Training and management:**

**Paid Peggy Cushing**

**Interviews for Library Assistant**

**Employee Relations:**

**Upcoming Webinars**

**Community Relations:**

**Writing Group on April 12**

**Open Mic Night at ELMM on April 21**

**Portable bookshelves**

**Repair Elevator**

**Security Camera**

**Worldwide Computer Solutions**

**Board Relations:**

**Recommendation to hire**

**Statistics:**

April	2023	2022
Loans	200	235
Holds	8	6
Adult Patrons	169	123
-13 Patrons Served	39	45

Computer Used	8	8
Print Copy/Fax	5	3
Active Programming	4	4