Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: Sept 20, 2022

Attendance:

Present: Jennifer Bennett, Ann Goodrich-Bazan, Jeny Levisee, Kristin Landry, Jenn Howe, Mim Johnson, Deginis Murphy (arrived at 7 pm), and Library Director Barry Deitz and guest Susan Bailey, new Assistant Director; Excused Absence: Amaret (Mitty) Johnson, Barb Depew

Public Meeting convened: 6:38 p.m., meeting called to order by Ann.

Reports

Secretary's Report

Jenn made a motion to approve the 08/02/22 minutes as amended, Kristin seconded. No discussion; 6 yes, no abstentions. Motion carries.

Treasurer's Report

Actuals have been updated. Barry learned how to input bills in Quickbooks this month, now he will learn how to scan the invoices. Mim made a motion to approve the Treasure Report, Jennifer seconded. No discussion; 6 yes, no abstentions. Motion carries. Mim made a motion to approve the proposed budget with the amended wording, Jeny seconded. No discussion; 6 yes, no abstentions. Motion carries.

Director's Report

See attached Director's Report. Barry hired a new custodian and Assistant Director. Carbon Dioxide alarm fixed again. Denis made a motion to approve the Director's Report, Mim seconded. No discussion; 7 yes, no abstentions. Motion carries.

New Business

New Assistant Director - Susan Bailey came in to meet the Board. She spoke to her background with art and working with children, and answered our questions/asked some questions.

Review of RFQ (Request for Quote) - Jennifer found information in a 2008 Report of Preservation Survey done for the upstairs historical collection regarding the need for a fire suppression system throughout the library. Discussion ensued re: adding in "future

consideration of fire suppression system" to the RFQ. (Mim had to leave at 8 pm) Jenn made a motion to make edits to the RFQ and send back to Mitty to present at the Oct 12 Selectboard meeting after we review it at the next Board meeting on Oct 11. Jennifer seconded. No discussion; 6 yes, no abstentions. Motion carries.

Trend of Censorship of Libraries - Mitty wanted us to keep this in mind. Barry attended an online webinar to learn how to deal with challenges against the library's book/DVD selection.

Old Business

Pickle Festival (Book Sale) - Board volunteer sign-up sheet was passed around. As previously discussed during our last meeting, the library will remain open during the Festival.

Non-Public Session

8:05 p.m. Ann made a motion to move into a non-public session in accordance with RSA 91-A:3 II (a-e). Denis seconded. Roll call vote "yes" 6, no opposed, no abstentions.

Denis made a motion to leave non-public session and move back into public. Jenn seconded. Roll call vote "yes" 6, no opposed, no abstentions. Non-public ended at 8:32 pm.

Meeting adjourned: 8:33 p.m. Denis made a motion to adjourn. Jenn seconded. No discussion; 6 yes; no abstentions. Motion carries.

Next meeting is October 11, 2022

Submitted by,

Jennifer Bennett

Bett

DRAFT Approved 10/11/22

Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: Sept 20, 2022

Attendance:

Present: Jennifer Bennett, Ann Goodrich-Bazan, Jeny Levisee, Kristin Landry, Jenn Howe, Mim Johnson, Dengis Murphy (arrived at 7 pm), and Library Director Barry Deitz and guest Susan Bailey, new Assistant Director; Excused Absence: Amaret (Mitty) Johnson, Barb Depew

Public Meeting convened: 6:38 p.m., meeting called to order by Ann.

Reports

Secretary's Report

Jenn made a motion to approve the 08/02/22 minutes as amended, Kristin seconded. No discussion; 6 yes, no abstentions. Motion carries.

Treasurer's Report

Actuals have been updated. Barry learned how to input bills in Quickbooks this month, now he will learn how to scan the invoices. Mim made a motion to approve the Treasure Report, Jennifer seconded. No discussion; 6 yes, no abstentions. Motion carries. Mim made a motion to approve the proposed budget with the amended wording, Jeny seconded. No discussion; 6 yes, no abstentions. Motion carries.

Director's Report

See attached Director's Report. Barry hired a new custodian and Assistant Director. Carbon Dioxide alarm fixed again. Denis made a motion to approve the Director's Report, Mim seconded. No discussion; 7 yes, no abstentions. Motion carries.

New Business

New Assistant Director - Susan Bailey came in to meet the Board. She spoke to her background with art and working with children, and answered our questions/asked some questions.

Review of RFQ (Request for Quote) - Jennifer found information in a 2008 Report of Preservation Survey done for the upstairs historical collection regarding the need for a fire suppression system throughout the library. Discussion ensued re: adding in "future

consideration of fire suppression system" to the RFQ. (Mim had to leave at 8 pm) Jenn made a motion to make edits to the RFQ and send back to Mitty to present at the Oct 12 Selectboard meeting after we review it at the next Board meeting on Oct 11. Jennifer seconded. No discussion; 6 yes, no abstentions. Motion carries.

Trend of Censorship of Libraries - Mitty wanted us to keep this in mind. Barry attended an online webinar to learn how to deal with challenges against the library's book/DVD selection.

Old Business

Pickle Festival (Book Sale) - Board volunteer sign-up sheet was passed around. As previously discussed during our last meeting, the library will remain open during the Festival.

Non-Public Session

8:05 p.m. Ann made a motion to move into a non-public session in accordance with RSA 91-A:3 II (a-e). Denis seconded. Roll call vote "yes" 6, no opposed, no abstentions.

Denis made a motion to leave non-public session and move back into public. Jenn seconded. Roll call vote "yes" 6, no opposed, no abstentions. Non-public ended at 8:32 pm.

Meeting adjourned: 8:33 p.m. Denis made a motion to adjourn. Jenn seconded. No discussion; 6 yes; no abstentions. Motion carries.

Next meeting is October 11, 2022

Submitted by,

Jennifer Bennett

June Danifer Bennett

Conant Public Library

Statement of Activity July - August, 2022

	TOTAL
Revenue	
Book Sales	3.25
Copier Income	7.75
Library Donations	30.30
Town Funds	89,900.00
Trust Funds	762.68
Total Revenue	\$90,703.98
GROSS PROFIT	\$90,703.98
Expenditures	
Books	2,918.53
Copier Expenses	57.58
Electricity	211.73
eResources	252.75
Library Supplies	174.88
Multimedia/DVD	57.87
Office Supplies	220,98
Payroll Expenses	4,633.81
941	353.67
Suta	0.00
Taxes	352.57
Wages	4,608.74
Total Payroll Expenses	9,948.79
Postage	7.98
Printer	11.42
Programs	378.13
Telephone	730.75
Uncategorized Expenditure (144)	1,070.00
Uncategorized Expense	42.82
Water & Sewer	118.73
Total Expenditures	\$16,202.94
NET OPERATING REVENUE	\$74,501.04
NET REVENUE	\$74,501.04

Income	Actuals	Budget	Budget	Expense Budget Categories								
	2021-2022	202	2023-2024	-	Budget	Actuals- Estimated	. 8	Budget	Proposed			-
Town Appropriation	88,575	006'68	97,743		2021-2022	2021-2022	incomplete Var	2022-2023	2023-2024			
*requested			•	Auditor	059	1,000	(350)	2,616	2,300			
			•	Bank Fees	- 20	92	(36)	20	100			
Other Library Income				Bookkeeper		120			2,200	*covid supplies/bathroom	Printer	200
Book Sales	8		100	Custodial Supplies	200	74	126	700	1,450		Computer	400 comp
Replacement Items	11	99	25	Electricity	2,700	1,471	1,229	4,000	4,000		Laptop	800 comp
Copier Income	86		120	Heating Oil	7,500	6,600	006	12,000	15,000		Cannon fe	1000 printer
Library Donations	692	809	1,000	Water & Sewer	200	459	41	900	750		Vacuum cl.	750 printer
Museum Donations	'n	100	20	Payroll	66,642	63,727	2,915	68,375	77,753		audit	1000
Fines	148		•	Health Insurance	15,000	4,153	10,847	9,792	•		*Medicare & FICA	FICA
Grants	3,155	7,500	2,000	Payroll Liabilities		1,154	(1,154)	4,240	4,749		-	
Interest	1	5	1	941		4,874	(4,874)		•	do we have a contract?	Monadnock Security	Security
Membership Dues	10	99	10	Alarm System	009	804	(204)	450	450			•
Other/Misc	5,901		6,000	Telephone & Internet	1,600	2,145	(545)	1,800	1,900			-
Refunds/Rebates	32		32	Insurance - Other	6,500	150	6,350		200			=
									_			
Subtotal	10,120	8,750	12,308	Essential	101,942	86,807	15,255	104,623	110,652			
Trust Funds	9,434	12,000	10,000	Advertising & Notices	100		100	100	100			-
Book Trust			400	Computer	3,800	168	3,632	1,000	2,000	\$90 Dues & Fee	zoom/quickbooks	ooks
Edith Atkins		18,222	17,212	Dues/Fees	100	1,432	(1,332)	1,400	2,000	AARP Grant	museum equip	
Subtotal	9,434	30,222	27,612	Furniture/Equipment	200	1,189	(689)	200	1,000			
				Grant- ARPA		3,163	(3,163)					
Total Income	108,129	128,872	137,663	Office Supplies/Postage	1,600	2,952	(1,352)	1,000	1,800			-
				Other/Misc		164	(164)					-
				Training & Education	400		400	400	900			-
Requested				Website		420	(420)					
Prior Year Allocation							•					
Requested Inc % Increase				Ops Subtotal	6,500	9,488	(2,988)	4,400	2,500	book repair		
				Bindery	80		. 08		100			-
				Books	000'6	11,797	(2,797)	000′6	11,000			
	-			Copier & Printer	009	1,871	(1,271)	1,000	1,000			-
	·			eResources	2,050	1,396	654	2,400	2,000			
	-			Magazines	200	233	467					
:			-	epair	4,700	1,014	3,686					
			-	ia/DVD		1,981	(1,181)	800	2,000			
	-		-	Museum	200		200	200	200			•
	-		-	Programs	2,000	1,531	469	2,000	3,000	quickbooks zoom		- ,
	-		-	Subscriptions		225						
•			- •	Library Services	20,430	20,048	382	15,700	19,500	12,929	9 21,308	
					128,872	116,343	12,529	124,723	137,652		•	
				Town Request	88,575	88,575		89,900	97,743		-	

"I don't have to look far to find treasures. I discover them every time I visit the library." -Michael Embry

Director's Report Conant Public Library September 2022

Summer Reading Raffle winners

New Assistant Director-Susan Bailey

New Custodian - Ann Hansen

Book Sale on Saturday & Historical Display

Upcoming:

- * Life and Times of Edgar Allan Poe, Oct. 19th Wed 6:30 pm
- * Halloween at ELMM Center: Frankenstein, Oct 26th Wed 6: 30 Pm
- * Ghost Stories at the Gazebo for Scarecrow Festival, Oct 29th Saturday

Mystery Puzzle Night

Maintenance:

Carbon dioxide alarm - Monadnock Security Systems

Statistics:

• Patrons Served

Aug-Sept		
Loans	197	
Holds	12	
Adult Patrons	255	
-13 Patrons Served	78	
Computer Used	8	
Print Copy/Fax	4	
Active Programming	8	