

# Conant Public Library

Board of Trustees Meeting

October 12, 2021

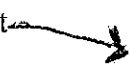
7:00pm in the Conant Public Library Meeting Room

Enter Through the Back Door (Masks Required unless 100% Vaccinated)

## Agenda:

Call to Order

## Reports

- Secretary's Report
- Director's Report 
- FY2022 Budget

*ASK Abigail  
for Director's Report*

## New Business

- Meeting cadence and time review

## Old Business

- Lock Update
- Book club update

## Non-public RSA

- Resignation letter
- Retirement letter

## Conant Public Library Board of Trustees Meeting Minutes

**Meeting Date:** October 12, 2021

### **Attendance**

Present: Jennifer Bennett, Barb Depew, Jenn Howe, Ann Goodrich-Bazan, Kristin Landry, Mitty Johnson, Denis Murphy, Library Director Abigail Storm, and Guest Jeny Levissee

**Meeting convened:** 7:03 p.m.

### **Reports**

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

Jenn made a motion to approve the September minutes as written. Ann seconded. No further discussion, vote approved 6-0, no abstentions, 1 late and missed the vote.

#### **Treasurer's Report and FY2022 Budget Review**

Will discuss in detail at the next meeting. Jenn, Barb and Abigail will get together to work on the budget and bring it to review on October 26th.

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

See attached report

### **New Business**

#### **Meeting Cadence and Time Review**

Barb proposed moving the meeting time up to 6 or 6:30 p.m. Mitty made a motion to change the meeting time from 7 pm to 6:30 pm moving forward, beginning at the next meeting. Jenn seconded. No further discussion, vote approved 6-1, no abstentions.

#### **Board Nomination**

Ann made a motion to nominate Jeny Levissee to fill Marcia's vacancy on the board. Denis seconded. No further discussion, vote approved 7-0, no abstentions.

#### **Resignation**

Ann made a motion to accept Bonnie Leveille's resignation from the Board. Denis seconded. Vote approved 6 yes and 1 abstention.

## DRAFT

### **Peggy Retirement**

Peggy Cushing's last day is October 29th. The Board will contribute \$20/each and Mitty will prepare a retirement party (open to the public) for that day and will purchase a \$100 gift certificate to Market Basket.

### **Old Business**

#### **Locks**

New lockbox is out there and working fine. Key owners: Barb, Karey at the Town Hall, Fire Dept lock box, Abigail, Peggy, and Amie.

#### **Book Club**

Pushed back to October 20th. Denis shared his Zoom login info so it could be held virtually.

#### **Genealogy Club**

Jennifer shared the results of her survey: 20 respondents in just 5 days; 85% voted to meet monthly, 85% voted late afternoon/evening, 50/50 split between Monday and Wednesday, and 50/50 split between newbies vs. experienced. She will create a Facebook event for Wed October 27th at 6:30 p.m.

### **Non-Public Session**

8:15 p.m. Denis made a motion to move into a non-public session in accordance with RSA 91-A:3 II a-e. Jenn seconded. Roll call vote "yes" 7, no opposed, no abstentions, 0 absent.

Jenn made a motion to leave non-public session and move back into public. Mitty seconded. Roll call vote "yes" 7, no opposed, no abstentions, 0 absent. Non-public ended at 8:45 pm.

**Meeting adjourned:** 8:54 p.m. Denis made a motion to adjourn. Mitty seconded. No further discussion, vote approved yes 7, no opposed, no abstentions, 0 absent.

Submitted by,

Jennifer Bennett

## Director's Report

Conant Public Library

October 2021

### Programming:

- The addition of the sensory panels and the magnet board have been very popular. Statistics are being gathered, and included in reports regarding passive programming like this.
- The craft kits have also been increasingly popular, maintaining the level of appeal seen last year.
- Foam pumpkins have been purchased for use by Kate Michaud (school librarian). These will be decorated by her classes and then displayed in the library.

### Future Programming:

- A survey given on facebook and at the library for adult programming showed that residents would enjoy the following programs most: Bad Art Night, DIY crafts, and a Coloring Club. Of medium interest were Recipe Swap/Crockpot Club, and Scrapbooking, and of low interest was a tea social, and a paint night. This survey will be advertised one more week, but we'll go ahead and get supplies for a bad paint night.

### Advertising:

- Nothing New

### Staff Development:

### Volunteers:

- N/A Due to Covid19
- Could a volunteer policy be updated/created? We have had some inquiries about volunteering.

### Technology:

- 

### Building:

- Humane mouse traps are being implemented. No new sign of mice has been seen recently.
- The town administrator had an electrician fix the basement lighting.
- The town has sent over a receipt for a new sump pump that was installed, do we pay this, or does the town?
- We are currently waiting for the quilt clips to arrive in the mail for the quilts to be hung.

### **Director Finances:**

- The ARPA Grant paperwork has been completed and submitted, and we have received the reimbursement check from the state for the \$3,155.00.
- The Director went through the file cabinet and put together the fiscal years of 2019-2020 and 2020-2021. We are currently waiting for more binders to be delivered so that the remaining fiscal years can be organized. All of the assorted “piles” have been gone through, and put in their proper locations. There is a standing file holder of documents that the Director wishes the Treasurer and Bookkeeper to look at before they get filed (CharterTrust items, miscellaneous, etc).

### **Regarding Last Meeting:**

- Peggy Cushing has handed in her resignation letter and notices for the position of Assistant Director have been posted on Indeed, as well as Facebook, and the appropriate library list servs.

### **Director Proposals:**

- Presentation regarding reasons to go to a fineless system (handout attached).
- Handout for suggested major goals for the Conant Public Library for within the next five years (handout attached).

### **Circulation and Patrons Served:**

September 2021

Loans	236
Renewals	53
Holds	2
Reserves	
Fines	26
Adult Patrons Served	175
-12 Patrons Served	50
Computer Used	9

## Petty Cash Earned

September 2021

	Copies	Fines	Book Sale	Lib Don	
		\$1.50	\$2.20	\$1.25	\$0.05
		\$0.25	\$5.70	\$15.95	\$4.05
		\$0.25	\$0.50	\$0.25	\$0.30
		\$0.50	\$2.70	\$0.25	\$0.75
		\$1.75	\$1.00	\$0.25	\$0.75
		\$2.50	\$1.20	\$2.75	\$2.50
		\$1.25			\$3.00
		\$2.00			
Totals:		\$10.00	\$13.30	\$20.70	\$11.40