

Town Copy

Approved as amended
02/13/23 JB

Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: January 9, 2023

Attendance:

Present: Jennifer Bennett, Amaret (Mitty) Johnson, Jeny Levissee, Jenn Howe, ~~Mim Johnson~~, and Library Director Barry Deitz, Ann Goodrich-Bazan, Kristin Landry; Late: Denis Murphy; Guests: Bryan Sanford, CSRIC and Nancy Silva, FPQP from Bar Harbor Wealth Management; Unexcused Absence: Barb Depew, Mim Johnson

Public Meeting convened: 6:33 p.m., meeting called to order by Mitty.

Reports

Trust Funds Report

Bar Harbor Wealth Management has joined our meeting remotely tonight via Zoom. (See Guests in Attendance List) Economic and Market Review: 2022 has been a rough year, coming out of the pandemic. They're seeing an adjustment period and going forward will be about inflation numbers and what the Fed does with interest rates. Uncertainty overseas still causing ripple effects. Snapshot of Conant Library's portfolio as of Dec 31, 2022. (50/50 mix between stocks and bonds) It is as consistent as it has been the past several years. Contributions are consistently low (\$800 in 2020). 2022 saw a 95,469.13 loss. Summary of 2022 starting Jan 1 with \$667,576.87. Total earnings were down to \$-81,550.21. Equity is down 15%; the market benchmark is down about 18%, so even though we're negative we are better than the market. Discussed snapshot of holdings in the account portfolio. Able to buy new ^{bonds} ~~bonds~~ in the past few months as rates moved up. Total in fixed income 46.4%. Total Cash and Equivalents is 4.9% of market value. Mitty asked if we have more in cash than previous years, and Bryan said it's slightly more, but has been pretty consistent over the last few years. Mitty asked his philosophy on how much to keep in cash equivalents. Bryan said 5% is a good cushion. Mitty asked what his fee is and he said it's .80% of the market value and will show in the withdrawals. Ann asked what is the date they have for our last policy investment statement. Bryan said it was pre-COVID, so they're going to send another copy of the statement so that the Board can review and discuss prior to signing. Mitty asked what types of stocks do we have that are international equity. Bryan said the bulk is two Vanguard equity funds (Developed Markets and Emerging Markets) and then there are Unilever PLC (Consumer Staples), Novo Nordisk (Healthcare), and Vestas Wind Systems (Industrials). Ann asked if there is any coding in the report for Environmentally and Socially Conscious/Sustainable holdings. He said yes and discussed several examples. He said they will want to know what cash needs the library will be seeing in the upcoming year, so they can plan for that. Mitty went on to tell him our anticipated

withdrawals (HVAC) but we will primarily rely on Town funds for this, but that we will keep him apprised when we find out how much we will withdraw. Jenn Howe said that we budgeted this year to take out \$30k, but it could be up to \$70k in the next 6 months. Mitty said that the money would not be taken out of the Kossakowski fund.

Secretary's Report

Jenn made a motion to approve the 12/12/22 minutes, Jeny seconded. No discussion; 4 yes, 2 abstentions. Motion carries.

Treasurer's Report

Mitty said that the craft supplies that Susan is buying needs to be put under Programs. The forecast budget for Programs was \$1,000 and we've already spent 1/3 on the Summer Reading Program. Mitty told Barry to tell Susan how much he's planning on spending on his programs and to have her budget up what she hopes to spend. Mitty reminded Barry that he will also need to budget for the Summer Reading Program. Jenn suggested that we make a decision about which products are Office Supplies, what are Library Supplies, and which are Program Supplies. Barry said about every 4th or 5th Amazon order gets declined, and when he tries to figure it out the website says "Contact your bank." Barry has been trying to work with Pam on this and gave her access to the Amazon account to investigate. Mitty asked Jenn to check if we have a credit limit with the bank. Jenn said she will also check on whether or not municipalities can get credit cards. Mitty told Barry to inquire at Michaels and Aubuchons if they have a special library account we can set up. Ann made a motion to approve the Treasurer's Report and place on file for audit, Kristin seconded. No discussion; 6 yes, no abstentions. Motion carries.

Director's Report

See attached Director's Report. Mitty and Denis suggested that he add last year's statistics to his Director's reports from now on. Mitty reminded him to send new events to the newspapers.

New Business

Hiring Policy

Ann noted that some of the things listed in the Hiring Policy are sounding more like procedures instead of policy. Denis made a motion to submit the Hiring Policy to the Policy subcommittee for further discussion, Jeny seconded. No discussion; 7 yes, no abstentions. Motion carries.

Deliberative

February 4th at 9 a.m. at the school. Up for re-election/election in 2023 is Denis, Mim, and Ann. Denis and Ann are planning to serve and Mitty will check in with Mim.

Non-Public Session

7:52 p.m. Denis made a motion to move into a non-public session in accordance with RSA 91-A:3 II (a-e). Jennifer seconded. Roll call vote "yes" 7, no opposed, no abstentions.

Denis made a motion to leave non-public session and move back into public. Ann seconded.

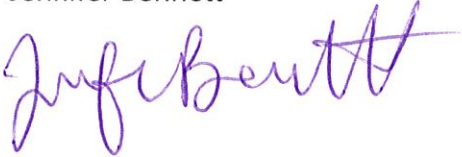
Roll call vote "yes" 7, no opposed, no abstentions. Non-public ended at 9:10 pm.

Meeting adjourned: 9:13 p.m. Ann made a motion to adjourn. Jenn seconded.

Next meeting is Monday February 13, 2022 at 6:30 p.m.

Submitted by,

Jennifer Bennett

A handwritten signature in purple ink that reads "Jennifer Bennett". The signature is written in a cursive style with a large, stylized initial "J".

Conant Public Library Board of Directors
2022-23

| | |
|--------------------------------|--|
| Amaret "Mitty" Johnson, Chair | 603-242-5597 knittingmitty@gmail.com |
| Ann Goodrich-Bazan, Vice-chair | 603-381-1245 anngoodrichbazan@gmail.com |
| Jennifer Bennett, Secretary | 603-831-4074 jpreziosi@gmail.com |
| Jennifer Howe, Treasurer | 603-762-7682 jgomarlo@comcast.net |
| Jeny Levissee | 603-903-8665 jenylevisseephillips@yahoo.com |
| Miriam "Mim" Johnson | 603-313-7167 mimrj9smiles@yahoo.com |
| Barbara Depew | 603-852-4803 bdepew71@yahoo.com |
| Denis Murphy | 603-239-4631 dmurphy2nd@comcast.net |
| Kristin Landry | 603-762-3370 pklandry@comcast.net |
| Barry Deitz, Library Director | 413-834-2678 director@conantlibrary.org |

To director@conantlibrary.org

Conant Public Library

Statement of Activity by Month

December 2022

| | DEC 2022 | TOTAL |
|-------------------------------|---------------------|---------------------|
| Revenue | | |
| Copier Income | 33.75 | \$33.75 |
| Trust Funds | 884.78 | \$884.78 |
| Total Revenue | \$918.53 | \$918.53 |
| GROSS PROFIT | \$918.53 | \$918.53 |
| Expenditures | | |
| Accounting | 150.00 | \$150.00 |
| Books | 198.94 | \$198.94 |
| Electricity | 161.83 | \$161.83 |
| eResources | 42.50 | \$42.50 |
| Internet | 22.06 | \$22.06 |
| Library Supplies | 471.30 | \$471.30 |
| Mello Credit card fee | 3.00 | \$3.00 |
| Office Supplies | 60.00 | \$60.00 |
| Other Miscellaneous Expenses | 327.72 | \$327.72 |
| Payroll Expenses | | \$0.00 |
| Taxes | 354.38 | \$354.38 |
| Wages | 5,058.45 | \$5,058.45 |
| Total Payroll Expenses | 5,412.83 | \$5,412.83 |
| Printer | 12.15 | \$12.15 |
| Telephone | 439.83 | \$439.83 |
| Total Expenditures | \$7,302.16 | \$7,302.16 |
| NET OPERATING REVENUE | \$ -6,383.63 | \$ -6,383.63 |
| NET REVENUE | \$ -6,383.63 | \$ -6,383.63 |

Conant Public Library
Forecast vs. Actual
 July - December, 2022

Month #

6

| | Forecast | Total | Variance |
|-------------------------------|---------------------|---------------------|--------------------|
| Revenue | | | |
| Book Sales | 0.00 | 288.50 | 288.50 |
| Copier Income | 112.50 | 41.50 | (71.00) |
| Fines | 100.00 | | (100.00) |
| Grants | 3,750.00 | | (3,750.00) |
| Interest | 2.50 | | (2.50) |
| Library Donations | 300.00 | 30.30 | (269.70) |
| Membership Dues | 30.00 | | (30.00) |
| Museum Donations | 50.00 | | (50.00) |
| Replacement Items | 30.00 | | (30.00) |
| Town Funds | 44,950.00 | 44,950.00 | . * |
| Trust Funds | 15,111.00 | 1,647.46 | (13,463.54) |
| Total Revenue | \$ 60,473.50 | \$ 46,957.76 | (13,515.74) |
| Gross Profit | \$ 60,473.50 | \$ 46,957.76 | (13,515.74) |
| Expenditures | | | |
| Accounting | 0.00 | 1,670.00 | (1,670.00) |
| Advertising | 50.00 | 60.00 | (10.00) |
| Alarm System | 225.00 | 439.50 | (214.50) |
| Audit | 1,308.00 | 75.00 | 1,233.00 |
| Bank Fees | 25.00 | 1.30 | 23.70 |
| Bindery | 0.00 | 0.00 | - |
| Books | 4,500.00 | 3,432.49 | 1,067.51 |
| Computer | 500.00 | 0.00 | 500.00 |
| Copier Expenses | 500.00 | 74.15 | 425.85 |
| Custodial Expense | 350.00 | 0.00 | 350.00 |
| Electricity | 2,000.00 | 824.42 | 1,175.58 |
| eResources | 1,200.00 | 444.84 | 755.16 |
| Fees/Professional Dues | 700.00 | 0.00 | 700.00 |
| Furniture | 250.00 | 0.00 | 250.00 |
| Insurance - Other | 0.00 | 0.00 | - |
| Library Supplies | 500.00 | 2,409.97 | (1,909.97) |
| Magazines | 0.00 | 0.00 | - |
| Maintenance & Repair | 0.00 | 0.00 | - |
| Multimedia/DVD | 400.00 | 76.31 | 323.69 |
| Museum | 250.00 | 0.00 | 250.00 |
| Oil | 12,000.00 | 10,677.00 | 1,323.00 * |
| Office Supplies | 0.00 | 1,632.24 | (1,632.24) |
| Postage | 0.00 | 7.98 | (7.98) |
| Printer | 0.00 | 23.57 | (23.57) |
| Programs | 1,000.00 | 378.13 | 621.87 |
| Subscription | 0.00 | 780.00 | (780.00) |
| Telephone | 900.00 | 1,780.88 | (880.88) |
| Training | 200.00 | 0.00 | 200.00 |
| Uncategorized Expense | 0.00 | 370.54 | (370.54) |
| Water & Sewer | 300.00 | 118.73 | 181.27 |
| Website | 0.00 | 0.00 | - |
| Total Expenses | \$ 27,158.00 | \$ 25,277.05 | \$ 1,880.95 |
| Payroll Expenses | | | |
| 941 | | 4,633.81 | |
| Health Insurance | 4,896.00 | 0.00 | (353.67) |
| Taxes | 2,120.07 | 1,909.31 | 4,896.00 |
| Wages | 34,187.34 | 26,462.36 | 210.76 |
| Total Payroll Expenses | \$ 41,203.41 | \$ 33,359.15 | 7,724.98 |
| Total Expenditures | \$ 68,361.41 | \$ 58,636.20 | 14,359.02 |
| Net Operating Revenue | \$ 33,315.50 | (11,678.44) | 21,637.06 |
| Net Revenue | \$ 33,315.50 | (11,678.44) | 21,637.06 |

"Never trust anyone who has not brought a book with them."

- Lemony Snicket

Director's Report
Conant Public Library
January 2023

Legends of Christmas - 12/14

The Cratchit Family Potluck Dinner - 12/21 *up to 45 attendees lots of food*

*Letters in History - 01/04
Talk w/ Barry - 5 attendees*

Upcoming:

Painting Group - Wednesday, Jan. 18th 3:00 - 4:30

Valentine Card Crafts (with Monadnock Family Services) - Jan. 25th 3:00 - 5:00 pm

Burns Night with ELMM - Jan. 28th - *all the food is squared away; provided by ELMM*

Writers in Love program - Feb. 8th - *Fine-tuning the musicians*

Black History Month focus

Statistics:

| 12/13 - 1/7/23 | |
|--------------------|-----|
| Loans | 117 |
| Holds | 6 |
| Adult Patrons | 163 |
| -13 Patrons Served | 45 |
| Computer Used | 8 |
| Print Copy/Fax | 7 |
| Active Programming | 5 |

Barry will ask Henry for sandpaper to ~~be~~ erase the swastika that someone carved into the meeting table

Hiring Policy Draft 1/9/23

The Library Director shall be hired by and accountable to the Board of Trustees of the Conant Public Library.

The Assistant Library Director shall be hired by the Library Director, subject to interview by and approval of the Board of Trustees.

Other staff (eg. Circulation Assistant, Custodian) shall be hired by the Library Director, with information about the hiring process provided to the Board of Trustees.

Rates of pay and benefits shall be set by the Board of Trustees.

A written copy of the job description shall be provided to each potential hire at the time of their interview. The rate of pay and any benefits being offered will be reviewed at the same time.

Every prospective employee must pass a criminal background check.

A minimum of ^{three}~~two~~ references shall be checked for each employee.

Upon hire, a letter of hire shall be provided to the employee, stating start date, hours and pay, benefits, contingencies, and evaluation schedule. *by the Director or the Board*

Upon hire, all relevant paperwork relating to taxes, criminal background, immigration status, etc. as may be required by the government or Board of Trustees shall be filled out and submitted to the appropriate authority by the supervisor.