

Approved September 13, 2022, as amended

Thayer Public Library
Board Meeting Minutes
August 9, 2022

Attending: Chris Faucher, Jennifer Bellan, Janet Marsh, Julie Martinelli, Karen Berthiaume (librarian), Ian Howes [**has been sworn-in as full trustee**]

Convened: 6:04pm

Treasurer Report – Balance sheet handed out, Chris called for questions, none asked. Janet handed in receipts for 2 laptops purchased at WalMart on 7-27. Operations line is running low – we will need to ask town for the annual allotment as they have alerted us that it is ready.

Chris could not make purchases through Amazon without setting up/establishing account with credit card on record (we have a debit card).

Continued discussion about roles of board members and bookkeeper about check writing (who writes them out, who signs them). Janet shows section from trustee manual that says treasurer handles purchases and check writing. Chris points out the second part of that sentence that says if it is an “approved purchase” the bookkeeper can write checks.

Roberta (bookkeeper) meets Chris on Wednesdays for accounting updates.

Confusion about what purchases are to come out of the librarian's account – “daily” expenditures vs. discretionary purchases by librarian.

Librarian debit card – again, the town wants us to drop this card and for us to get a credit card for all purchases.

Motion: To get a credit card for all operating expenditures. Motioned by Jenn, Chris 2nd, 3 affirm/1abstention.

Motion: To develop or edit the town's purchasing policy so tailored to Thayer's needs. Motioned by Chris, Jenn 2nd, all affirm.

Checks were written from the money market account for operations. Operations will reimburse the money market account.

Subscriptions renewed:

NH Magazine (\$15) – Julie 1st/Chris 2nd,

Keene Sentinel – Chris 1st/Julie 2nd,

Alexandria (\$796) – Paul Taylor suggested we get something cheaper, but as he was not present, this discussion is tabled. Karen to research other library management systems. Jenn reminds board that the reason Alexandria was chosen is because old catalog (BookCat) was not internet based so public couldn't access catalog.

Report called for approval – all affirm.

Secretary Report – June 14th / 21st and July 12th minutes reviewed, no amendments, all affirm.

Librarian Report – Librarian reminds trustees of upcoming event on August 20 (Reptile Show). Karen will need help putting up the tent for the reptile show and time for that will depend on weather.

Grant from Rotary Club – particulars report requested by Jenn so we have proper accounting, how this grant fits with our long term/short term goals, how any extra money left over is dispersed. We will need a press release to announce to community that we've received these items.

Tie-dye event on 8-27th – kid can bring own t-shirt, if not, library will purchase.

Report approval: all affirm.

Part-time librarian – Karen and Janet will work on job description for this hire.

Code of Conduct – Paul not here, so this is tabled until next time as he is the one writing this document.

Magnet fishing – we will need an additional expenditure before this event in October. Will also need permission from the business down at Recycle Way if we can access the river from their property.

Upstairs rooms renovation on hold. Janet is working on getting the 3 appraisals for maintenance on stairwell and foyer's ceiling.

Metal detector event – Janet will contact Ron Miner to see if he will facilitate as proposed person had to beg off. Need more research about what kind of detectors to get. Julie tasked with this as she did a good job with the AV equipment estimate. Karen remembered the name of the business in Marlborough (Streeter's) that sells metal detectors. We will need written permissions from property owners for detecting (town?).

Payroll amount expenditure was possibly payroll taxes (FICA) plus \$25 per payroll check cut.

Meeting with Board of Selectmen scheduled for September 7th (not everyone needs to attend) as they received a letter saying we are spending too much money. Jenn announced that she wrote the letter detailing “fiscal wastes, abuses and possible fraud.”

Questioned as to fraud and Jenn said one was the purchase of Barry Montgomery's library that was given away and there is no paper report about the transaction submitted by librarian. Julie said the secretary should be the one to write these reports. Jenn said it was part of the librarian job.

Karen points out that the auditor reviews the binders and would say something if there was fraud.

Another fraud was the subscription to Alexandria that was paid for since its inception in 2017 but the old catalog was not transferred to it. Karen's defense is that “no one told her to do that.”

Janet asks if Jenn is more concerned with what happened when she left the Thayer as librarian 5 years ago. Jenn admitted that she was still hurt and angry when the then board alleged she “stole from the library,” that they issued a town Do Not Trespass notice against her, that they didn't fully pay her so she had to put a claim in at the NH Department of Labor, and that they never responded to her lawyer's letter asking what was stolen, but Jenn said if she was holding a grudge against the library she would have immediately run for trustee and not waited 4.5 years to become a trustee. Janet answered that what Jenn stole were books. Jenn raised her voice and Julie admonished her not to yell at Janet. Jennifer reminds board that she has been the number 2 donor of books to the Thayer.

Janet wishes Jenn had come to her before sending that letter to the Board of Selectmen and now the library has to deal with this before moving forward.

Adjourn: 7:34pm

Respectfully submitted,

Jennifer Marie Bellan

Thayer Library Trustee Secretary

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