

MINUTES OF TRUSTEE MEETING: 4/10/2024

PRESENT:

TRUSTEES

Paul Sullivan

Lynne Tuohy

Jeanne Palleiko

STAFF

Lea McBain

PUBLIC

Patricia Sherman

Sharon Stockel

Carey Sullivan - Friends

ABSENT:

TRUSTEES

Eric Boyer

Todd Maily

Meeting started at 5:17 pm.

1. Approval of the minutes of the March 20 2024 trustee meeting. Lynne moved to accept with correction, Jeanne seconded, unanimous.
2. Approval of the minutes of the March 20, 2024 closed session trustee meeting. Jeanne moved, Lynne seconded, unanimous.
3. Motion to accept the \$8,000 gift from the Eric Carl Unger estate after noting that the notice of the meeting to accept the gift was published more than 10 days prior to the meeting, pursuant to NH Rev. Stat. Title 16 Chapter 202-A:4-c, III. (a) Trustee's Authority to accept and expend gifts. Lynne moved, Jeanne seconded, unanimous. Jeanne suggested that this gift could be added to the six trusts currently held by the library, which generate an annual income for the library. She agreed to investigate what is needed to do so. It was noted that there is no intention to create this trust in the near future.
4. Librarian's Report.
  - a. Lea noted that the demand for digital downloads continues to increase.
  - b. Court of Pages is a second book group. A patron has helped start this group, which has a focus on fantasy. Although attendance was low (2), the book group will continue to be offered to see if interest increases.

- c. The Children's collection has been moved into the new Children's Library, and staff will start moving the Fiction collection into the new space this coming Sunday and Monday. Nancy and Emma have done a great job setting up the Children's Library. Some of these books will be relocated into the Children's Activity Room once it is renovated.
- d. The NHLTA Conference is using a new system (Wild Apricot) to sign up for the conference in June. Lea will investigate to see if she can serve as co-ordinator for NPL Trustees who wish to attend the conference. Jeanne and Lea will both be presenters at the conference.
- e. Lea noted that the water cooler, some library shelving and furniture are no longer needed in the renovated library, and asked the Trustees for authorization to sell same via List Serve (to other libraries) or to town residents. Jeanne moved, Paul seconded, unanimous.

5. Building Committee Report.

- a. The Children's Library and the Main Stack area are both open to the public.
- b. Thursday and Friday of this week demo will begin in the old Children's library and the second bathroom.
- c. We currently anticipate full occupancy in June.
- d. The project is within budget.

6. Treasurer's Report.

- a. Lynne moved, Paul seconded, unanimous to accept Unanticipated Income of \$3,561.64. \$3,415.27 of this amount is Trust Fund Interest for 2023, which is considerably more than prior years.
- b. Bar Harbor now has all signatures required to finish updating signatory access to the library checking account.
- c. The signatures needed to make Patricia Sherman and Sharon Stockel officially Alternate Trustees are missing one. Todd is currently in London and will sign when he returns.

7. Foundation Report.

- a. The Foundation just received a check from the Lebanon Poker Room and Casino for \$7,990.41 for the March 2-6 period in which the

Foundation was one of two non-profits receiving a portion of the earnings. Rent of \$625 for this period will be paid to the Casino. The two periods in which the Foundation was a beneficiary netted \$12,582.39.

- b. Total pledges and donations now exceed \$705,000.
  - c. Only two pledges (totalling \$10,200) of those due in 2024 are still outstanding. The pledges due in 2025 equal \$34,40
  - d. Jeanne has completed the preliminary work for the 990 non-profit tax return for 2023.
8. Friends Report.
- a. The Friends will hold a Book and Bake Sale on the Saturday of Memorial Day weekend. If it rains, the event will be cancelled.
  - b. The Friends plan to wear something to identify themselves as Friends workers, perhaps a T-shirt or apron.
9. The Trustees discussed the draft of the Program Room and Meeting Room Policy. However, it was decided to continue the discussion at the next meeting.
10. The Trustees discussed a proposed addition to the NonResident use policy: limiting sign out privileges to students in the Kearsarge Regional School District, not to their family members. This is the policy followed by most of the towns in the Kearsarge Regional School District. Paul moved, Lynne seconded, unanimous.
11. Old business.
- a. Lea will draft a policy for digital books.
  - b. Paul distributed the Bylaws and Trustee Ethics. The three Trustees present signed the Ethics signature page, which will be available in the library for the other Trustees to sign.
  - c. Lea announced that a Student Intern has been hired.
12. New business
13. Monitoring of associated boards.
- a. Paul will attend Select Board meetings or review Select Board minutes.

- b. Lea receives a report on legislation of interest to libraries from the NHLA, and will share it with the Trustees.
  - c. Sharon Stockel will monitor the School Board activity.
14. Discussion of a Master Plan Update was postponed to a later date.

Meeting adjourned at 7:09 pm. Jeanne moved, Lynne seconded, unanimous.

Minutes submitted by Jeanne Palleiko, filling in for Eric Boyer