

WPL Board of Trustees

Minutes

April 10, 2023

Library Trustees Agenda April 10, 2023

Call to Order 10:04 am

Meeting called to order at:

Read and accept minutes from March

Facilities

- Minisplit should be going in this week!
- We are looking into why it is Eric rather than JA Corey as was announced at the Select Board Meeting.
- Walkthrough with Ed Betz and Walter Fillion from Yeaton Associates set for 4/13

Financial

- Report from Trina
- We will put all costs through Trina which means we will run in the red so that we can see what our actual costs are. Deficits will be paid for from our grants.
- Summer reading sponsorships
 - We also need a new sponsor for the Fairbanks Pass (\$125)

Tam will see if The Morrison will donate for that.
 - Shippee Family Eye Care (Squam Lake Science Center for \$384)
 - Whitefield Market and Deli- Round Up for the Month of May!!!
One month earned \$3,500.
 - Have heard nothing from MVG
 - Waiting on Rotary Decisions/Announcements in May.
- Any other thoughts or personal contacts?
- Grants update
 - CDFA CCIP and Northern Borders in progress. These are both due on the same day, April 21. (My head is going to explode!)

- CDFA We could get between 100K\$ and 1 Million. We do need a 15% match, which we have.
 - Northern Borders could be as high as \$3M
 - We would need to show capacity which would be the building expansion.
 - Need to ask businesses for letters of support.
- CEDC may be our new fiscal sponsor since NCIC will probably dissolve.

Programming

- Russian Dolls programming on April 14-15. Suzy is hosting Maria. Thank you!
- [Programming Calendar](#)
 - By Lyn's observations, Whitefield patrons may not be all that interested in crafts. What else would we like to try?

New Business:

Election of offices

Cathy made the motion that the slate of Officers stays the same. Katy seconded it and all were in favor.

Any changes to meeting days/times?

- The day will remain the first Monday of the month at 10:00.
- Tam is back on the Board as an Alternate. Jeannie is our other.

Beth made a motion to set the Board meetings to at least 8 per year. Sondra seconded it and all were in favor.

Personnel

- Salary reviews- Director and Assistant
 - Courtney will be raised to \$22.50 per hour
 - Lynn is staying the same for now
 - Audia will get \$14.00/hr starting in June
 - Caitlyn? Will work Mondays only in the summer at \$17/hr
- Sondra made the motion to implement these increases and Katy seconded the motion.

We discussed our procedure for Volunteers

- We need an application that tells us their skills, and references.
- They need to have training
- May need to sign a disclaimer against injuries
- Need to work with a staff member or Board member, unless appointed by the Board.

Policies

Adopt the town's spending policy?

Meeting was adjourned at 12:05. Our next meeting will be May 1 at 10:00 at the Library.

We are not planning on having a meeting in July.

**WPL Board of Trustees
Librarian's Report
March 6, 2023**

Library Trustees Agenda March 6, 2023

Call to Order 10:00 am

Meeting called to order at: **10:00 AM**

Read and accept minutes from January

Join Zoom Meeting

<https://us02web.zoom.us/j/834876588127?pwd=ejVaRUc5QnU1SXl5aEVaTXFkYUljdz09>

Meeting ID: 834 8765 8127

Passcode: 400532

Librarian's Report

Facilities

- Update on RFP
- EBSCO Solar grant (\$38,000) **(Also provides magazines.) Helps make up solar project deficits.**

Library Financial

- Bank of NH award for \$3000 **Received**
- Rotary grant in the works
- EBSCO Solar grant (see above)
- Kuster FY24
- CDFA Community Center grant **Progress being made, complicated process.**

Programming

- [Programming Calendar](#)
 - By Lyn's observations, Whitefield patrons may be not be all that interested in crafts. What else would we like to try? **Have a sign up system. Also have a suggestion box at town meeting as well as a checklist of possibilities.**

Old Business

- Promoting the budget
 - [Programming Policy](#) example
 - [WPL Programming Policy](#) Beth moved, Sondra seconded. Approved.

Action Items:

- **Town Meeting on Tuesday, March 14**
 - **Schedule of volunteers**
 - **We plan to keep the library open. Volunteers will help staff the table at town hall.**
 - **Sign up for library cards Needs internet access.**
- **Library coverage on March 14? Volunteers will keep the library open.**

- **Tri-fold presentation board (Lyn)**

Adjourned at 11:45. Motion made by Judy, seconded by Sondra.

Next meeting April 3rd at the library at 10:00 AM.

**WPL Board of Trustees
Minutes
February 6, 2023**

Library Trustees Agenda February 6, 2023

Call to Order 10:04 am

Read and accepted the minutes from the January Meeting. Katy made the motion and Beth seconded it.

Librarian's Report

Facilities

- Courtney is working on a [strategic plan](#) for the building. We can spend more time on this after Town Meeting.
 - Safety issues
 - Nice to do
 - Maintenance
 - Mini split and LED lighting
- Courtney will work with Rob to clarify where we are with the RFP.

Library Financial

- We have been awarded two ARSL grants (\$15,410 total) and something from Bank of NH, but the amount hasn't been made public yet.
- See Personnel (Nonpublic)

Personnel (Nonpublic?)

- Discussion of salaries
 - We discussed how our salary Budget is being used.

Programming

- [Programming Calendar](#)
 - Lyn is very good value for the money.

Old Business

- Promoting the budget
 - Letters to the editor
 - People to come to town meeting
 - Discussed baby sitting and determined it isn't feasible.
 - [Programming Policy](#) example
 - Looked at the example, will read thoroughly and discuss adoption at the next meeting.
 - February- Blind Date with a Book- Bring your suggestions!!
 - Non-new releases
 - VERY short description (Setting, a couple of details, but make them appealing!)

- Wrap in brown paper

Action Items:

- Budget meeting on February 13 @ 6:30pm
- Volunteers to work the library table on Town Meeting day. Cannot include Beth and Sondra.
 - Tri-fold presentation board
 - Canva slides from Community Day
 - What else to highlight?
 - How much does your library SAVE you?

Adjourned at 11:30. Cathy made the motion and it was seconded by Beth.

Next meeting will be March 6th at the library at 10:00

Whitefield Public Library
Minutes
January 9, 2023

Call to Order 10:07 am

Librarian's Report

The Whitefield Library Friends (WOLF) group should be incorporated prior to March. It will take longer to gain 501 3C status. The government is taking about 18 months.

Old Business

Budget Strategy

We discussed ways to make our budget spreadsheets easier to understand so that the townspeople can make sense of them.

New Business

RFP

There is a Selectboard Meeting on the 23 of January that we will be attending to hopefully get some questions answered. We need to get someone to administer the CDBG grant. Do we need an RFP for that?

We have \$20K for repairs to the library. We know 10K is in a building fund. Where are the rest of the funds coming from?

SDFA - Courtney is attending Workshops to learn more.

Library Report for Town Meeting

We have the financial Report from our accountant, Trina. We need to adapt it to fit our budget and show more information. It is confusing as currently shown. Our grant money, if not spent, has been allocated or earmarked for projects and is not the asset it appears to be.

Trustee candidates

We discussed possibilities.

Programming Policy Document

Tabled for another meeting

Other

We want to have a display at the Town Meeting to showcase how much the library offers.

Blind Date with a book is happening in February.

kWe are looking for a host for a presenter that will be here in April from NH Humanities to do a workshop on Russian Nesting Dolls.

Next meeting will be February 6th at the Library at 10:00.

Adjourn

Meeting was adjourned at 12:11 Cathy made the motion and it was seconded by Katy.