

**WPL Board of Trustees Meeting
Minutes
September 2021**

Called to order at 9:59

Motion was made to accept the minutes of the previous meeting. Tam made the motion and Judy seconded it.

Amended: Val Fitchett attended

We went over the treasurer's report. It is pre fourth quarter. Courtney told Trina we need to spend down appropriations. It would be nice to be able to be open 40 hours next summer. Hopefully.

Magazines don't circulate well so will look at cutting those. We currently spend \$700 per year on those. Will always have People Magazine and the two local weekly papers. Daily papers don't make sense as the library is not open daily. Will try to have on hand the *Record* which is a local free paper. DVD spending is also down as there have not been as many new movies out on DVD.

We have a credit with Styles Oil as we went to an auto payment and that saved money. Will use that in the first few fill ups.

B and T Book distributors bill when shipped and that can be confusing as books are ordered but if they are not available immediately I do not get billed until shipped. It messes payments up a bit.

Got the grant for \$2000 worth of children's books. It all needs to be spent at one time. When the books are all in there will be a display at the Whitefield school with their \$500 worth and our \$2K worth. Should look great!

Library Facilities/Infrastructure/Mandates.

- Koha trainings are underway. The \$2K of books will hit at the same time. There will be a mini training first. Should go live in Early December and Kaitlyn will try to help with advice as she is familiar with the system. She is active in Colebrook now.
- Solar Project update- Sept. 13 meeting @ 6:30 pm This is believed to be just a meeting on where we are so far.
- Sign-
 - **Report from Jeannie?**
 - WE have all seen the sample and the picture of the granite pillars that Jeannie shared with us. Nice! We found a new book image that we all like better and Jeannie will incorporate that into the sign. The letter spacing needs fixing.
 - ___ It would be nice to light the sign and we will check with Rob but it may be cost prohibitive. Will check with Nicoletti on the best placement for the sign and play around with that a bit.
 - ___ **Granite pillars ordered**

Library Financial

- Public hearing for the Covid relief money on Monday, September 27.
- ___ This is at the town office and will discuss the spending of the funds. They are looking at water and infrastructure. The public can weigh in.

- Round 2 of ARPA- Collaborative grant applications get priority. This can be collaborating with other libraries or organizations. We are hoping for funds to put toward our (eventual) Little Free Library, which is in line with what other folks are doing.
- Bethlem is the lead writer of the project.
- Grands are a 10K minimum but we can collaborate on more than one grant.

FOWL/Library as 501c3

- STILL IN PROGRESS. We have someone willing to look at paperwork. Fall project.
- I have looked at our old bylaws and crosswalked them with Lincoln. Draft is ready.
- IRS 1023 EZ paperwork (\$275) is started; needs signatures
 - Incorporate with state of NH (\$25)
 - **Action needed by the board: None**

ACHS and Ed Shunshala really want to work with the library. We will get 501 3C support. Ed is active with Rural Health and this can create a lot of good opportunities. A good source of funding for Heart of The Community endeavors.

Community Partnerships (old business)

LFP Update

Coos Commissioners

Did get \$500 for the Little Free Pantry.

More funds are available but the Commissioners want to know the town and trustees are on board with the pantry. Courtney will write a letter and the trustees will sign it.

Dolly Parton Imagination Library

- We are ready to launch! Publicity going out from the SAU during the first couple of weeks of school
 - **Action needed by the board: None**
 - Books will mail the 3rd of September
 - ___Sau 36 zip codes are eligible
 - ___WPL will manage the enrollment and answer questions
 - ___We also get all the emails for data management.

In house programming

New Book Group!

- First meeting is September 8 @6:30pm.
- ___20 copies of the book are out.
- ___We will be watching Covid numbers

Mask Mandate?

A discussion was held on issuing a mask mandate and because of the vulnerability of our children and those with health issues we voted to mandate masks again. We do have air purifiers that are used and were paid for with a grant. Jeannie made the motion and Cathy seconded it. All were in favor.

Effective Sept 2nd, masks will be required during programming, meetings, and when the library is open. Masks will be required for all patrons regardless of vaccination status.

Does anyone know anyone who wants to do Children's Programming?

Staffing:

Emily Torpey has offered to be a sub! I'm very excited to bring her aboard. Beth Anderson may also be interested in October.

Emily is a former librarian. Our pay is not very attractive so it was decided that we will offer \$12/hr for subs and \$15/hr for specialized help such as the children's programming. We will also pay Caroline 12.25/hr as she should make more than the subs. Courtney assured us the library could afford those rates. Cathy made the motion and Katie seconded it. All were in favor.

Next Meeting will be IN PERSON (pending Covid craziness) on Wednesday, October 6.

We will do our best to keep the library open but Covid numbers will be considered.

The meeting ended at 11:20 Tam made the motion and Cathy seconded it. All were in favor.

Annual Dates:

January 1	Start of fiscal year (but still running on the previous year's budget) Members get on the ballot for Board (see Judy at Town Office)
February	Budget Hearing
March	Second Tuesday- Town Meeting and Voting

April	ANNUAL MEETING Vote on new slate of officers (or re-approve old slate) Approve spending for Summer Program
May	By-laws review?
June	Summer Program begins
July	Book sale preparations
August	Book Sale (first or second weekend, typically)
September	Discussion of new potential board members for alternate positions
October	Budget planning Halloween Event Will discuss this at the September meeting as it will be dependent on Covid status..
November	Budget meeting (town department heads and board reps)
December	Winter book give away (Winter holidays)