

**WPL Board of Trustees
Minutes
September 12, 2022**

Meeting called to order at: 9:56

Read and accept

Librarian's Report

Facilities

- Electric bill has increased \$100 a month
 We will need to budget twice as much.
- Still no Eric
- Rob for RFP (Request for Proposals)
 - Great discussion and lots of helpful information..
 - Start with a dream and scale back
 - Money is available
 - Some will be an 80/20 match
 - Ask for 4 million
 - Will we need a warrant article? Probably not but maybe
 - **Clearly articulate the value to the town.**
 - Include as many agencies as possible
 - Can use for tutoring
 - Telehealth
 - Community management
 - Create a trust fund for endowments
 - Can use this for general maintenance
 - Could use town maintenance trust as matching funds
 - What size space do we need to qualify for FEMA funds
 - File for a deed
 - We need electrical work
- Rob needs our list in a week or so. It will take him 3-4 weeks to write the RFP.

Library Financial

- Applied for the Tillotson for operations and facilities.- No word yet.
- See above re: electric. That will be an extra \$500 out of our budget for the rest of the year.

Community Partnerships

- Working with Lyn to do outreach for DPIL
- **Old Business**
- **Plan of action for promoting the library during the non-summer season (see SP)**
- **Strategic Plan** (revised while grant writing to reflect what we are actually doing)
- Community "Harvest Festival" Day- Saturday, October 1 (Homecoming is the last weekend in September, so we were advised against it).

- Will plan for the book sale/Open house on Oct 29th.
 - Can tie in with Halloween
- Grant has not come through yet. Choosing to pause.
- I'm applying for a Tillotson Dash grant on behalf of the town (\$2000)
- Book Sale on that day.

New Business

Patron card policy

Right now, we don't have a "policy" about library cards, just a procedure. Anyone over the age of 6 can get a card. What isn't clear is who has the right to view whose records. If a child has their own card, technically a parent does not have the right to see their holdings unless they give permission to the parent, but the parent can be charged for any lost or damaged items.

If they have a family card, anyone on the account has the right to see anyone else's books.

Interestingly, for reference on confidentiality, right now Sterling (age 10) has a patient portal for his doctor which I can access. From 12-18, there is no portal and I do not have access. Kids can seek care and treatment without parent consent (although insurance may make parents aware).

In this time of censorship, book banning, and the like, this is a hot topic. At what age do we feel "children" have the right to their own books? What happens if they are lost or damaged and the child cannot pay a fine? (Honestly, the money is the least of my worries.)

And finally, if we are making changes to our policy, do we want to start charging out of town residents for a card (changing Good Neighbors policy).

Old language in our procedure manual...

NEW LIBRARY CARDS

Library cards may be issued to anyone over the age of 6 who meets the following criteria:

Resident of the town of Whitefield

Student or staff at Whitefield Elementary or WMRHS

Employment in town

Resident of neighboring town (through our "Good Neighbors" policy)

Proof is required, such as a driver's license or non-driver ID, student/staff ID, piece of mail with local address, tax or water bill, lease agreement, etc.

Cards may be issued to individuals or to a family. If issuing a family card, be sure to get the names of all of the individuals who may use the card.

All new card holders should get a copy of the New Borrowers' Agreement. This also explains the rights of a card holder and the difference between an individual and family card.

Ask if they would like to sign up for Libby/OverDrive, the NH Downloadable book service. Courtney can enroll them.

Patron information should be entered into the next available number line in the the Library Card Patrons Google Doc. Make sure to get an email address, if the patron has one.

Patrons will get a blue library card (in top desk drawer in front room desk) with their name and card number.

Staff should also write out a paper card registration card for our records.

After discussion, Cathy made a motion to revise the present policy for issuing cards to clarify that we could issue an independent card to those 14 and older regardless of parent permission and allow these patrons to have a private account. Beth seconded the motion and all were in favor.

Sondra made a motion to pay up to \$300 for Courtney's expenses at the READs conference where she will be getting the Librarian's Award. Judy seconded it and all were in favor.

The next meeting will be October 3rd at the library.

The meeting was adjourned at 12:30 Beth made the motion and Katy seconded it.