

**WPL Board of Trustees Meeting
Librarian's Report
December 1, 2021@ 3pm**

This meeting is via Zoom, but I will be at the library for those who wish to attend in person.

Join Zoom Meeting Called to order at 10:04

<https://us02web.zoom.us/j/83487658127?pwd=ejVaRUc5QnU1SXl5aEVaTXFkYUljdz09>

Meeting ID: 834 8765 8127

Passcode: 400532

We presently have \$11K left in operation funds which should see us through the year. We do have some grant money if needed.

Library Facilities/Infrastructure/Mandates

- LFP is closed. There have been no takers yet.
- Discussion of sign and brackets (Jeanne update?) Art has ordered the brackets and should be able to hang the sign mid December. Jenne will see him on Thursday or Friday and give the final approval. Eric Piper from Nicholette Memorial will pick up and install the sign. It should be done within a day of picking it up. Weather will have to be taken into consideration. Jeanne wants to be there when it is installed to make sure it is hung as high as possible for visibility and to clear any snow that accumulates.
 - ___Health/family issue for Jeanne and the sign guys have delayed us a little, but that's okay.
- Stewardship of the library and the town's level of responsibility
 - MOU development <https://www.nhla.org/resourcesmaterials.asp>

Rob wants to know what the board wants from the town.

Major systems

A "plan" that will cover major utilities such as the heating plant

We have \$2200 in a maintenance line for this

Dubrielle is our electrician but we have no plumber. Courtney's dad does a lot.

Rob and Courtney will meet to discuss the planning and budget. We would like to have a Capital Budget Plan. There are Capital Reserve Trusts for specific areas such as replacing the town garage, and a pavement fund. We would like to have a Library Maintenance Building Fund. We would need to create a warrant article for the town. We might start with 5-10 thousand dollars and look for grants to cover this as well. Donations could go to specific funds also.

Looking at the basement~~It needs to be dryer. If we took out the hill we could get direct access. It is only good for storage and till more egress is added. It could be a space for a community center, could be used as Disaster Relief Command center, Tutoring, or after school programs. We need to make it multipurpose.

Library Financial

- **Quilt raffle will end on December 11. We have met the \$500 goal!**

- I'd like to do a better job of tracking smaller donations (not the large bequests) and grants. Currently these go into Special Projects in a lump sum. Trina believes we can use one of the existing subaccounts (perhaps the Jonna Robinson account) to keep things neater.

We could use our \$130K as a base for matching funds

We also need a Strategic Plan

- **Other than the proposal for DPW to take over facilities, other thoughts on changes to the budget?**

- [Final draft of budget](#): Increase in fuel spending back to \$5700 (ugh).

We do get the towns rate.

- Small increase in salary and programming for summer
- Technology?

Got a \$1000 donation and were able to update to some new Chrome Books. Also able to replace others through another donation.

Ceiling lights were replaced years ago and left holes in the ceiling. When they are updated next time, fixing the holes needs to be included.

- Next year we will have to include \$2500 increase for Koha.

Koha

- Go Live is set for December 6, providing our barcodes arrive by that time. We will use a hybrid model through December.

Several board members will volunteer to put the bar codes in the books. When the bar codes arrive.

It will take at least a month to have most of the books stickered.

Policies

- LOTS of chatter around the state about updating policies to be ready for challenges, which are becoming much more common these days, often by people associated with hard right organizations. We don't have to make any decisions today, but we should talk about this in January.

- [Our current policy manual](#)

- [Sample Collections policy](#)

- [Challenge to Materials review form](#) (ALA)

Libraries are being challenged by people who come in looking to make trouble about policies. We need to be ready for that. Librarians tend to be passionate about people's right to read.

Community Partnerships

- **RAC-** Resilient American Communities partnership with ACHS. FCC grant was approved; details forthcoming.
- Libraries as strategic partners.

- ___As a source for telehealth
- ___As learning centers~ work with UNH or Plymouth College
- ___Outreach started with partner organizations (HeadStart, Sunnybrook Montessori, and medical offices)
 Could be a source for Covid tests kits for the community.

In house programming

- ___Free holiday books are available to any and all who want them.
- ___Free Insurance marketplace assistance

New Book Group

- Next meeting is December 8 @6:30pm with *The Maid*.

NEXT MEETING:

Wednesday, January 5 @ 10am Cathy made a motion to adjourn the meeting at 11:17 and it was seconded by Judy.

Annual Dates:

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| 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 Summer Learning Grant applications |
| March | Second Tuesday- Town Meeting and Voting CLiF grant applications |
| 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 |
| November | Budget meeting (town department heads and board reps) |
| December | Winter book give away (Winter holidays) |

