

Libbie Cass Library Trustees Meeting
April 28, 2022

Call to order by Secretary Annika Munholland, 10:00 AM in the Protectworth Room

Roll call: Maryanne Petrin (Chair), Janet Roberts (Treasurer) and Annika Munholland (Secretary) as Trustees; Alternate Trustees Joyce Guinther; Selectman Dick Hendl; Head Librarian Laura Pauling.

Review/acceptance of prior meeting minutes: Janet approves minutes from the previous meeting. Annika seconds. Minutes from previous meeting accepted.

Treasurer's report:

Report available for review at the main desk of the library. Janet mentions that she changed the report to include the whole previous month, rather than report all data up to the meeting date. Today's report covers all transactions up to the end of March. At the next meeting, the month of April will be included in the report. Janet reports that the Day-to-Day account now holds the Town payment. There was a \$10 deposit in the General Library Fund account. Otherwise no changes occurred during March.

Janet mentions that auditors like seeing monthly reports, so she will be doing monthly reports for Jan, Feb and the following months using "Quicken Finance Software".

Selectman's report:

Dick states that he does not have anything new to report that is pertinent to the library.

Librarian's report:

Laura reports that the number of visits are up from the previous month and that it has been busier at the library. The number of visits on Saturday mornings for April increased substantially to 7-13 visits. The attendance in the adult and the kids book club remains the same. The Art Smart program is officially over now: the last month was April. Emily Cleaveland gave the Fit & Fun in a Chair course during April. 6 people took advantage of the first class being paid by the Friends of the Library.

Laura mentions the upcoming events. On June 8th, Linda Howes will give a presentation on Nutrition Matters. On July 16th, Fred the Magician will be present. This is sponsored by the Friends of the Library. The Friends will also be having an ice cream social on that day.

Laura states that the UNH extension has not returned any emails with regards to hosting an information sessions about How to Start a Garden. Sue Cutting mentioned to Laura that she could contact a Master Gardener to see if they would be interested. The Master Gardener needs to put in training hours. Laura will plan for early next spring (March 2023).

Laura asks Dick about the trim around the front door. Dick mentions that he is not working with the previously hired handyman, but another person. Dick states that he will be taking care of the trim, since other door trims on the Town office building also need some work.

Laura mentions that she met with the Friends and discussed some items to be purchased for the library. This included reimbursements for Fred the Magician, a journal subscription, 6 STEAM-to-Go kits, and supplies for summer reading. It also included purchasing a smaller book cart for downstairs.

Public comment: None.

Old Business:

Scholarship application

Laura states that 3 scholarship applications have been submitted so far, and that one more application is expected. Maryanne suggests that the Trustees meet next week to review the scholarship applications.

New Business:

Debit card issue

The auditors have an issue with the use of a debit card for library expenses. Discussion about the possibility to change to a credit card. Janet will inquire with the auditors about the type of credit card that is permitted. Further discussion at the next meeting after more information is obtained.

Next meeting date: May 26, 2022

Adjournment: Meeting adjourned at 10:38 AM.

ACTIONS:

- Janet will inquire with the auditors about the type of credit card that is permitted.