

Libbie Cass Library Trustees Meeting
October 7, 2021

Call to order by President Maryanne Petrin, 10:02 AM in the Protectworth Room

Roll call: Maryanne Petrin (Chair), Joyce Guinther (Treasurer) and Annika Munholand (Secretary) as Trustees; Alternate Trustees Lynne Bridges and Jamie Crosby; Selectman Dick Hendl; Head Librarian Laura Pauling.

Review/acceptance of prior meeting minutes: Minutes from previous meeting accepted.

Treasurer's report:

Handout available at the main desk of the library. All accounts are up to date as of the end of September. Nothing was added to the General Library Fund and the Scholarship Fund except for interest.

Selectman's report:

Dick mentions that it is budget time again. The library budget for next year is needed during the next selectboard meeting in November. Laura and Joyce will work on the library budget in the next few weeks. The budget will be reviewed during the next meeting at the end of October.

Interviewing candidates for Janet Robert's position as assistant of selectboard is still in process. A selection and decision will be made soon.

Librarian's report:

Laura reports the library check-outs for September: for 2019, 316 total check-outs; for 2020, 294 total check-outs (half were curbside pick-up); for 2021, 408 total check-outs. The number of library visits have gone up too. Currently the curbside pick-up has gone down to almost none.

Laura mentions that the enrollment for the Art Smart program is 4 kids. The Adult Book Club received 7 responses, although the September attendance was lower. Laura will keep trying to get interest for the Adult Book Club.

The recent Zoom presentation had 8-10 people signed up. However, only 6 people joined the presentation, including Laura, Dick and Janet.

The Homeschool Greet and Meet group met with 4 homeschooling families. Other homeschool families could not make it at this past meeting, but would like to join another time. Laura and Jamie estimated that there could possibly be a total of about 5 teens and 10-12 younger kids attending the Homeschool Greet and Meet group. As the weather gets colder, the group will need to meet indoors. Laura will survey the families involved to find out more about interest regarding time, mask or not, number of kids, possibly splitting teens and younger kids.

Laura stated that the Friends of the Library will be hosting a NH Humanities program on October 21st. The book club group of kids aged 8-12 showed an interest of 4. The Tuesday morning storytime currently has no kids signed up. A Spooky Storytime will be on Oct 27th at 1:00 and at 3:30.

Laura had some issues regarding the library building. The molding around the door needs repair. Dick mentioned that he is aware of the issue, and is still trying to hire someone for the job. The light upstairs and downstairs is flickering. Dick is also aware of this issue, and is looking for an electrician.

Laura states that she will be giving Janet Hendl an evaluation in January. Joyce has the librarian evaluation for Laura's evaluation. Laura mentions that she still does not have a work contract. It has been 1.5 years since her previous contract expired. Joyce has Laura's contract, and will bring it to the next meeting.

Public comment: none

Old Business: none

New Business:

- Homeschool Group Meet: see above in the Librarian's report.
- Masks: After a discussion about the current Covid situation, the Trustees have decided to keep masks optional. Laura states that more people are entering the library with a mask on. After a brief discussion, it was decided that Laura and Janet will put on a mask if the patron is wearing a mask.
- Library personnel policy: A discussion went about how the library personnel is hired by the town, and compared benefits of the town personnel policy versus the library personnel policy. The vacation time, personal days and sick days were compared, as well as the yearly holidays. Joyce made a motion to update the library personnel policy to agree with the town personnel policy. Maryanne agreed, and Annika seconds. All in favor 3-0. Maryanne volunteered to write up the library personnel policy using the town personnel policy as a guide.

Next meeting date: October 28, 2021

Adjournment: Meeting adjourned at 11:15 AM.

ACTIONS:

- Laura and Joyce will work on the library budget, then email it to the Trustees prior to the next meeting.
- Laura will survey the families involved in the Homeschool Greet and Meet group to find out more about interest.
- Joyce has Laura's contract and will bring it to the next meeting.
- Maryanne will rewrite the library personnel policy using the town personnel policy as a guide, then email it to the Trustees prior to the next meeting.