

Libbie Cass Library Trustees Meeting
October 6, 2022

Call to order by President Maryanne Petrin at 9:58 AM in the Protectworth Room

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

Review/acceptance of prior meeting minutes: Maryanne makes a motion to approve the minutes from last meeting, and Annika seconds. Minutes from previous meeting accepted.

Treasurer's report:

Report available for review at the main desk of the library. Janet reports that the General Library Fund account had a deposit of \$6.74, the Scholarship Fund account had \$433 in donations, while the Day-to-Day account had a deposit of \$45.86 and a total expenditure of \$889.18 for August. Janet mentions that the cash in the large glass jar is being deposited in the Scholarship Fund account, and the cash from photocopies/printing is for the General Library Fund account.

Selectman's report:

Dick states that Pat Zullo will be sworn in as police officer during Tuesday's selectboard meeting. Dick also mentions that Tim Jullian will be back as a full-time police officer at the end of the month. Another 1/2 time position still needs to be filled.

Librarian's report:

Laura reports that the numbers at the circulation desk have been consistent over the past 3 years for the month of September. Laura mentions that the Pages & Pizza, as well as Art Smart, will be starting up again this month.

The upcoming library events include the Friends of the library annual meeting followed by a NH Humanities presentation on October 20th. During the Recreation Dept. Fall Festival on October 22nd, Odd Bodkin will be telling spooky stories for the kids. Then in November (the 9th from 4:30-6:00), author Anne Winkler-Morey will give a talk (Bicycling the Political Divide of the US).

Laura mentions that she would like to bring some things to the dump. These are items that are no longer used, or broken. The items include 2 office chairs, a small table, and some frames. These items will not be replaced with new ones. Janet makes a motion to send the stuff to the trash. Maryanne seconds. All in favor 3-0.

Public comment: none

Old Business:

- Overdue book returns: Laura made some changes to the Fines and Fee Policy for Claimed Returns and Overdue Books policy. Discussion and review of the changes. Laura will make adjustments to the policy according to our discussion.

New Business:

- Thanksgiving weekend: Discussion about closing library on Saturday during Thanksgiving weekend. All agreed to close library on Saturday morning during Thanksgiving weekend.

- Policy for library meeting room: Laura states that there is no policy about using the library meeting room. Currently the request for usage of the library meeting room is done with a form from the Town Office. Discussion about possibilities for a policy for the library meeting room and comparing with the current form at the Town Office. Laura will look at policies from other libraries.

The State librarian mentioned to Laura that the Collection Development policy should be reviewed by a lawyer. This is also true for all library policies. At the next meeting, a decision will be made if the Collection Development policy will be reviewed by a lawyer.

- Library substitutes and closures: After a brief discussion, it was decided that the library should remain closed if both Laura and Janet are unavailable on a given day.

Next meeting date: October 27, 2022

Adjournment: Meeting adjourned at 11:07 AM.

ACTIONS:

- Laura will makes adjustments to the overdue book policy according to our discussion.
- Laura will look at policies for using library meeting room from other libraries.
- Laura will provide a copy of the Collection Development policy to the Trustees for review to prior meeting.