**MINUTES**

**PEMBROKE LIBRARY TRUSTEES MEETING**

**April 19, 2023** Approved May 17, 2023

**LIBRARY TRUSTEES PRESENT:** Susanne Whitbeck, Chair; Shelley Fowler, Treasurer; Pam Stauffacher, Kaitlin Camidge

**EXCUSED:**

**ALTERNATE LIBRARY TRUSTEE PRESENT:** Judy Mitchell, Alternate Library Trustee; Phillip Ryan, Alternate Library Trustee; Becky Hanson, Alternate Library Trustee

**STAFF PRESENT:** Ryan O’Hora, Library Director; Heather Tiddes, Assistant Library Director;

Susan Gifford, Recording Secretary

Chair Whitbeck opened the meeting at 9:00 a.m. Judy Mitchell was designated to vote.

1. **Open to Public**

Comments from the Public – Chair Whitbeck welcomed Phillip Ryan and Becky Hanson, two new Alternate Library Trustees. She thanked everyone for attending the first Library Trustee meeting at its new time 9:00 a.m.

1. **Approve Minutes**
   1. February 22, 2023 Meeting Minutes

**Motion**: Judy Mitchell moved to approve the February 22, 2023 meeting minutes as presented. Kaitlin Camidge seconded. Motion passed on a 4-0-1 abstain (Shelley Fowler) vote.

1. **Correspondence**
   1. Ryan O’Hora reported that a donation was received for a particular book in memory of Marie Brezosky. The book was dedicated with a plate inside the cover. The Library Trustees agreed to set up a rotating schedule to respond to cards/notes/donations. Susanne Whitbeck will take the first block.
2. **Treasurer’s Report -** Treasurer’s Report(s) on file

Shelley Fowler shared the February 28, 2023 and March 31, 2023 Treasurer’s Reports. She noted that the $345.17 disbursement requested from the Foss Fund was received and placed in the Fines and Fees account.

**Motion**: Pam Stauffacher moved to accept the February 2023 and March 2023 Treasurer’s reports. Judy Mitchell seconded. Motion passed on unanimous vote.

1. **Budget –** As of April 14, 2023 27.95% of the library budget has been spent. Ryan O’Hora reported that he attended a “Public Library Director Crash Course: Getting the Skills You Need”. One of the recommendations he took away from this course was to budget a “Contractual Services” line for technology services, consulting, and legal fees. Another recommendation was to establish reserve funds for items like Book Drop container replacement.
2. **Director’s Report –** Director’s Report on file

Ryan O’Hora reported that library staffing assistance is needed from October 16-19, 2023 to allow the Director and Children’s Librarian to attend Family Place training.Ryan will provide a block schedule so that Library Trustees can sign up as the second staff member during those dates as their availability allows. VNA Matter of Balance program was fully booked. Dr. Seuss party was well attended with 35 children and caregivers. Songs of Irish Immigration (Humanities program) was enjoyed by 48 people. A free vision screening was provided to over twenty families. A suggestion that the Library offer space to watch children during other town board meetings at Town Hall so parents could attend was discussed. Considerations are that the project would have to be organized by the Board of Selectmen, liability is a concern, volunteers would need background checks and the library would need an unattended child policy.

1. **Old Business**
   1. Friends of the Library – Ryan O’Hora reported that nine members met to organize the group. The group will be a non-profit 501-c3 organization which can do fund raising and aid at library programs. It was noted that Friends of the Library organizations are allowed to sign up to be a recipient of funding from NH charitable gaming locations. Additional members plan to join after their retirement. A Trustee Liaison is needed to attend this monthly Friends meeting. Shelley Fowler volunteered to be the Friends Trustee Liaison. The Friends will also send a Liaison to the Library Trustee meetings. The next meeting will be May 1, 2023 at 1:00 p.m.
   2. Website Estimates – Ryan O’Hora obtained two estimates for website redesign from NH based companies. One estimate is approximately $9,000 with a $30 a month hosting fee (like Go Daddy). The other estimate is approximately $4,00 to $5,000 (like Word Press). Both companies would train staff to manage and update the website. Ryan will email the details of both quotes, along with examples of several websites each has created, to Library Trustees. Library Trustees will evaluate each company’s ability to serve Pembroke Library website needs in the simplest manner.
   3. Collection Development Policy **–** Ryan O’Hora noted that legal counsel has reviewed the policy and made several amendments. Kaitlin Camidge noted that after policy has been in effect for some time, we may need to consider adding language that “A person or organization is limited to x challenges per year.”

**Motion**: Kaitlin Camidge moved to accept the Collection Development Policy as amended. Pam Stauffacher seconded. Motion passed on unanimous vote.

1. **New Business:**
   1. Update on Plumbing Pipes – Ryan O’Hora detailed a major sewer issue that resulted in flooding of the kitchen (clean water) and an insurance claim. The issue is the outdoor sewer pipe which dips down and causes backups. Ryan noted that DPW was extremely responsive and kept him updated on the status of the incident. DPW is obtaining bids for the work, which is extensive, so that a warranty on the work will be in effect after the repair. Ryan O’Hora noted that the repair work will impact the spigot work planned to unlock the connection and allow the Women’s Club volunteers to water the plantings. An alternative solution was discussed making a key available to the volunteers to turn on the water as needed outside the building.
   2. Accept $795 donation in the name of Sally Keniston, Lorraine Good, & Larry Perron

**Motion**: Kaitlin Camidge moved to accept donations totaling $795 as listed above. Judy Mitchell seconded. Motion passed on unanimous vote.

* 1. Trustee & Alternates
     1. Orientation Packet for Trustees/Alternates – Ryan O’Hora put together orientation binders for new Library Trustees/Alternate Library Trustees. Ryan reviewed the contents which were the most recent version of Town Library policies, Trustee By Laws, Frequently asked Q and A, member contact information, resource material and optional webinars. Library Trustees commended the thoroughness of the binder. Ryan provided the binders to Phillip Ryan and Becky Hanson.
  2. Policy Revisions
     1. Cash Procedures and/or,
     2. Notary Public Services and/or,
     3. Social Media Policy and/or,
     4. Photo Release Form

Chair Whitbeck asked that two of these policy revisions be rescheduled as the first item of business on the **May 17, 2023 Library Trustee meeting agenda**.

* + 1. Library Director Contract – Susanne Whitbeck will email copies of various templates for yearly personnel contracts to Library Trustees and Alternate Trustees. Trustees will develop a Library Director contract before June 8, 2023 when Library Director review is due. **Library Trustees will schedule a non-public session at the end of the May 17, 2023** meeting agenda to prepare for the June 21, 2023 meeting with Ryan O’Hora.

1. **Other Business:**
   1. Library Director’s yearly review is due before 6/8/2023 – **Library Trustees will schedule a non-public session at the end of the June 21, 2023** meeting agenda to meet with Ryan O’Hora. Chair Whitbeck will email the review form to Trustees prior to the annual review.

* 1. Scheduling/Coverage in October – Ryan O’Hora will email a block calendar with dates and times that coverage is needed for a second person in the library for Trustees to consider.
  2. Library use/program attendance – Heather Tiddes noted that Tuesday story times have been consistently averaging forty people attending. Additional staffing will be needed soon.

**NEXT MEETING (s)**

**Library Trustee meeting -**The next regular Library Trustee meeting will be the **third Wednesday,** May 17, 2023 at 9:00 a.m.

**ADJOURN**

**MOTION:** Shelley Fowler moved to adjourn the regular meeting at 10:03 a.m. Judy Mitchell seconded. The vote was unanimous.

Respectfully submitted, Susan Gifford, Recording Secretary