**MINUTES**

**PEMBROKE LIBRARY TRUSTEES MEETING**

**December 21, 2022** Approved January 18, 2023

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

**EXCUSED:** Susanne Whitbeck, Chair; Marie Brezosky

**ALTERNATE LIBRARY TRUSTEE PRESENT:** Judy Mitchell, Alternate Library Trustee

**STAFF PRESENT:** Ryan O’Hora, Library Director; Susan Gifford, Recording Secretary

**STAFF EXCUSED:** Heather Tiddes, Assistant Library Director

Judy Mitchell, Acting Chair for Susanne Whitbeck, opened the meeting at 5:30 p.m.

**COMMENTS FROM THE PUBLIC** – none

**REVIEW AND APPROVAL OF MINUTES**

**Motion**: Kaitlin Camidge moved to approve the November 16, 2022 minutes as amended (Gie to Jie). Shelley Fowler seconded. Motion passed on a 4-0 vote.

**CORRESPONDENCE**- Ryan O’Hora reported that Pembroke Academy Key Club sent eight volunteer elves to be part of Polar Express night. Lisa Gilbert served hot chocolate and cookies at Polar Express. Ryan will send thank you notes as needed.

**TREASURERS REPORT-**

**Treasurer’s Report – See Treasurer’s Report(s) on file**

Shelley Fowler reported that November 30, 2022 statements have just been received from Capital Reserve and Foss funds. Shelley Fowler reported that Courtney, Trustee of Trust Funds, stated that capital gains and losses go toward the principal of the Foss Fund. The principal of the Foss Fund is higher than expected. Interest available to spend as of October 31, 2022 is $291.93. The November 16, 2022 Library Trustee vote to withdraw funds in excess of principal stands. A copy of the approved November 16, 2022 minutes will be needed to withdraw funds.

**Motion**: Pam Stauffacher moved to accept the November 2022 Treasurer’s report. Kaitlin Camidge seconded. Motion passed on unanimous vote.

**2022 Budget –** The budget report was reviewed for the period 1/1/2022 to present. With 11/12 of the year gone by, the library has expended 84.76% of the total budget.

**LIBRARY DIRECTOR’S REPORT -See Library Director’s Report on file**

Ryan O’Hora reported that 20-25 people attended the Josh Funk, children’s author, visit. Other November events were Jason Moon hosted a podcast on NHPR about Bear Brook, NH Humanities presented a session on Russian Nested dolls and VNA presentation.

**Other Business: 2023 Holiday Closures -**

**Motion**: Shelley Fowler moved to approve Monday, January 2, 2023 and Monday, January 16, 2023 as library holiday closures. Pam Stauffacher seconded. Motion passed on a 4-0 vote.

Library Trustees postponed discussion of the remainder of the proposed holiday closing list to January 18, 2023.

**Other Business: Policy Revisions-Eligibility of Cardholders & Collection Development Policy**

Library Trustees postponed policy revision discussion to the January 18, 2023 meeting. Library Trustees will edit policies on screen in real time at the January 2023 meeting. After revisions are complete, the Library Director will request that Town Counsel review the proposed policies.

**OTHER**

**Accept Donations –**

Accept donation of $50 from Donaghey Tree Farm, LLC, for children’s programming.

Accept donation of $25 from Stephen and Patricia Fowler for children’s books.

Accept donation of $200 from the Pembroke Grange.

**Motion**: Pam Stauffacher moved to accept the donations listed above. Shelley Fowler seconded. Motion passed on unanimous vote.

**NEXT MEETING (s)**

**Library Trustee meeting -**The next regular Library Trustee meeting will be the **third Wednesday,** January 18, 2023 at 5:30 p.m.

**ADJOURN**

**Motion:** Pam Stauffacher moved to adjourn the regular meeting at 6:09 p.m. Shelley Fowler seconded. Vote was unanimous.

**NON-PUBLIC SESSION**

**MOTION:**Pam Stauffacher moved to go into non-public session under RSA 91-A:3 II-a to discuss personnel reviews at 6:10 p.m.  Shelley Fowler seconded. Motion passed on roll call vote 4-0.

**MOTION:**Shelley Fowler moved to come out of non-public session under RSA 91-A:3 II-a at 6:19p.m. Pam Stauffacher seconded.  Motion passed on roll call vote 4-0.

**MOTION:** Pam Stauffacher moved to accept Ryan's recommendations regarding merit raise for Caitlin. Kaitlin Camidge seconded. Vote was unanimous.

**MOTION:** Shelley Fowler moved to adjourn the meeting at 6:20 p.m. Pam Stauffacher seconded. Vote was unanimous.

Respectfully submitted, Susan Gifford, Recording Secretary