**MINUTES**

**PEMBROKE LIBRARY TRUSTEES MEETING**

**May 17, 2023** Approved June 21, 2023

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

**ALTERNATE LIBRARY TRUSTEE PRESENT:** Beckie Hanson, Alternate Library Trustee

**ALTERNATE LIBRARY TRUSTEE EXCUSED:** Phillip Ryan, Alternate Library Trustee

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

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

Chair Whitbeck opened the meeting at 9:00 a.m.

1. **Open to Public**

Comments from the Public - none

1. **Approve Minutes**
   1. April 19, 2023 Meeting Minutes

**Motion**: Kaitlin Camidge moved to approve the April 19, 2023 meeting minutes as amended. Shelley Fowler seconded. Motion passed on a 5-0 vote.

1. **Correspondence - none**
2. **Treasurer’s Report-** Treasurer’s Report(s) on file

Shelley Fowler shared the April 30, 2023 Treasurer’s Reports. She noted that the $345.17 disbursement requested from the Foss Fund was received and placed in the Donations account.

**Motion**: Judy Mitchell moved to accept the April 2023 Treasurer’s report. Pam Stauffacher seconded. Motion passed on unanimous vote.

1. **Budget –** At four twelfths of the way through 2023 the library has expended 34.32% of the total budget. Ryan O’Hora noted that he will now be purchasing all periodicals from one source, Discount Magazine, which is used and recommended by other NH libraries.
2. **Director’s Report –** Our cooperative group SILC is changing its dues’ structure and focus a little from the past. Dues have been lowered and meetings will be geared toward professional development and librarianship connection. Historical Society event History of Agriculture as Told by Barns had a great turnout. April vacation events were popular. Public Works and ADF Flooring will be installing a new floor in the kitchen/breakroom. Public Works and G&O looked at sewer drainage issue. Bids have been put out to fix the pipe. The library purchased a Video Converter for VHS to Digital Files. It will be used to convert numerous tapes of annual Old Home Day gatherings, and the equipment will be useful for future projects. Friends of the Library will be fundraising at the Town Wide Yard Sale. The group is working well together. Shelley Fowler, Trustee Liaison, attended two meetings. Members had questions about oversight by the Library Trustees. The non-profit group is separate from, and offers support to, the Town Library. Ryan O’Hora will provide a visual outlining the duties of the Library Director, Library Trustees and Friends of the Library to share with the Friends group. The Library Trustees are very happy to have an active Friends of the Library group.
3. **Old Business**
   1. Website Estimates – Ryan O’Hora stated that website design bids ranged from approximately $4,000 to $9,000. Ryan O’Hora and staff prefer the less costly, easier to use website development company. Library Trustees agreed that the website examples provided, including Bartlett Library, were cleaner and easier to use. Once staff is trained to make updates on their own, as needed to the new site, monthly fees will be discontinued.

**Motion**: Judy Mitchell moved to go forward with web design revision and procure the needed funds from the Donation account. Pam Stauffacher seconded. Motion passed on unanimous vote.

* 1. Sewer Line Update - Sewer Line Update – Depending on the work site traffic restrictions, library patrons may need to park in a certain area while repairs are made to the sewer pipe.
  2. Scheduling/Coverage in October – Ryan O’Hora provided a sheet with times that second staff coverage is needed on Monday, Tuesday, and Wednesday of a week in October while two staff attend training for Family Place programs. Library Trustees will help as time permits.

1. **New Business**
   1. Accept $370 in donations including $250 from Banks Chevrolet to purchase Family Place program supplies, and $100 and $20 in the name of Marie Brezosky.

**Motion**: Shelley Fowler moved to accept donations totaling $370 as listed above. Judy Mitchell seconded. Motion passed on unanimous vote.

* 1. Policy Revisions
     1. Cash Procedures – Ryan O’Hora explained that Cash Procedures were developed in conjunction with Shelley Fowler, Treasurer, for staff to organize deposits and petty cash.
     2. Notary Public Services - Ryan O’Hora explained that most of the Notary Public Services policy was taken from the NH Attorney General manual.

**Motion**: Kaitlin Camidge moved to accept the Notary Public Services Policy as amended. Shelley Fowler seconded. Motion passed on a 4-0-1 abstain (S. Whitbeck) vote.

1. **Other Business:**
   1. Library Director Contract – Chair Whitbeck was unable to meet with Town Administrator to discuss a library director contract. Kaitlin Camidge explained that Library Director is the only library staff who is not a right to work employee. A contract protects both parties. A contract can run year to year or cover multiple years. Library Trustees reviewed a sample contract.
2. **NON-PUBLIC SESSION**
   1. Non-public session, under RSA 91-A: 3 II-a, to discuss personnel reviews.

**ADJOURN**

**Motion:** Pam Stauffacher moved to adjourn the regular meeting at 9:59 a.m. Judy Mitchell seconded. The 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 10:00 a.m.  Shelley Fowler seconded. Motion passed on roll call vote 5-0.

**MOTION:**Shelley Fowler moved to come out of non-public session under RSA 91-A:3 II-a at 10:16 a.m. Pam Stauffacher seconded.  Motion passed on roll call vote 5-0.

**NEXT MEETING (s)**

**Library Trustee meeting -**The next regular Library Trustee meeting will be the **third Wednesday,** June 21, 2023 at 9:00 a.m.

**ADJOURN**

**MOTION:** Shelley Fowler moved to adjourn the meeting at 10:17 a.m. Judy Mitchell seconded. The vote was unanimous.

Respectfully submitted, Susan Gifford, Recording Secretary