**MINUTES**

**PEMBROKE LIBRARY TRUSTEES MEETING**

**June 21, 2023** Approved July 19, 2023

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

**ALTERNATE LIBRARY TRUSTEES PRESENT:** Beckie Hanson, Alternate Library Trustee; Phillip Ryan, Alternate Library Trustee

**STAFF PRESENT:** Heather Tiddes, Assistant Library Director; Susan Gifford, Recording Secretary

**EXCUSED:** Ryan O’Hora, 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. May 17, 2023 Meeting Minutes

**Motion**: Kaitlin Camidge moved to approve the May 17, 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 May 31, 2023 Treasurer’s Reports.

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

1. **Budget –** At five twelfths of the way through 2023 the library has expended 44.84% of the total budget. It was suggested that justification for additional staff and a budgeted amount for legal services should be included in the proposed 2024 budget. It was noted that the SILC organization is no longer providing audio/video exchange. Instead, they will get together for programs and presentations. A future guest may be from the legal staff of NH Municipal Association. When there is a program of interest, SILC will invite Library Trustees who are available to attend these meetings.
2. **Director’s Report –** Heather Tiddes reported that number of library patrons rose from 530 in May 2022 to 1,282 in May 2023. Chair Whitbeck noted that the atmosphere in the library is welcoming and comfortable, and commended staff. Heather Tiddes reported that summer reading kickoff event was tonight, and Friends of the Library will be helping at the event. Overall, adult programming is less well attended. More advertising and promotion is needed before adult programs. Also, if adult programs started a bit late in the evening more people may attend. It was suggested that library hours be adjusted once a month to accommodate a later start adult program on a trial basis.
3. **Old Business**
   1. Scheduling/Coverage in October – Friends of the Library may be asked to help fill in for the second staff member if available.
   2. Website – Ryan O’Hora left word that Tom, the Webmaster of the firm selected to update the website, will be setting up a live version of work and adjustments in progress as the work progresses. Staff and patrons can try the new website and have an opportunity to make comments on anything they would like to see changed or added to the website.
4. **New Business**
   1. Book Sale Money – Whenever money is collected at the circulation desk for book sale items, it is given to the Friends of the Library. Friends of the Library oversee all book sales going forward.
   2. Policy Revisions
      1. Exhibits – Heather Tiddes noted that a resident artist would like to exhibit his work at the library in late August/early September 2023. The insurance company that covers the town would like to see a policy for exhibit of artwork or items in the glass display case. The policy would provide release and indemnification for the items while on display. Library Trustees will review this policy and vote on it next month.
      2. Photo Release Form – Heather Tiddes noted that staff would like a photo release policy in place for summer reading events and future events. This is important to have in case the media should cover an event. Judy Mitchell noted this policy was like that used in a school library.
      3. Social Media Policy – Kaitlin Camidge attended a two day legal event which encouraged libraries to establish certain spaces as “limited public forum.” A policy can establish a limited public forum. A social media policy reviewed by legal is a must have in these times. Library Trustees will review proposed policy. Kaitlin Camidge will search for templates of social media policy to discuss at a future meeting.

**Motion**: Judy Mitchell moved to accept the Photo Release Form as presented. Shelley Fowler seconded. Motion passed on a 5-0 vote.

* 1. Logo for the Library – Heather Tiddes provide several versions of a library logo that match the old library sign. Library Trustee consensus was to use the clear, bold font that gets your attention.

1. **Other Business:**
   1. Library Trustee Orientation – Chair Whitbeck noted that a state run Library Trustee orientation is scheduled for Monday, July 17, 2023. The library will cover the cost of the orientation if any new trustees would like to attend. Please contact Heather Tiddes if interested.
   2. Several folders containing vouchers and manifests were on the table. The vouchers are prepared by staff and signed by the Chair to pay bills. The town issues checks and provides a manifest of those checks. Three trustees sign each manifest. The person who signs the voucher and the manifest cannot be the same person. Ryan O’Hora asked that the Library Trustees and staff provide a tutorial to new trustees using these materials on the table.

**NEXT MEETING (s)**

**Library Trustee meeting -**The next regular Library Trustee meeting will be the **third Wednesday,** July 19, 2023 at 9:00 a.m.

**ADJOURN**

**Motion:** Judy Mitchell moved to adjourn the regular meeting at 9:48 a.m. Shelley Fowler Mitchell seconded. The vote was unanimous.

Respectfully submitted, Susan Gifford, Recording Secretary