

Chamberlin Free Public Library

Board of Trustees Meeting

August 14, 2023, at 6:30 pm

DRAFT

Present: Charles Brault, Maggie Josti, Judith Wilkins, Lauren Pashayan, Deb Spratt, Natalie Klebes and Diane Steele (Guest- Rick Miller)

The meeting is being recorded.

Reminder that Maggie has not been sworn in and can do so by visiting Town Hall office.

Minutes of July meeting were reviewed, and Deb Spratt motioned for approval and seconded by Natalie Klebes. Names now recorded per RSA notice brought to attention by Charles.

The treasures report was reviewed and motioned for approval by Deb Spratt and seconded by Judith Wilkins.

Skipped to "Old Business"- Meeting Room to accommodate guest Rick Miller. There is confusion on the Meeting Room Policy- meeting room had previously been eliminated- prior to 2016 there was availability. Current Meeting Room policy reflected the date 2016 and that going forward change date will be referenced. Rick Miller expressed concern that there is a current charge of \$25 to use downstairs room and that the library would not be available. Mr. Miller is advocating that the library offer meeting space at no charge to not profits, discussed that the board member Lauren will coordinate with Charles to revise meeting policy for library to include verbiage that states meeting is within library hours, size accommodation and will not be disruptive to patrons of the library to be voted on next month.

Return to Circulation Report- reviewed that even with circulation down there was celebration around turn out and well-organized summer programs. Recommended that with success of Lego program to expand to a 2nd day in addition to planned programs.

Personnel update that the 24-hour colleague will be taking leave in Dec. and board raised a question around coverage due to the concern that the 24-hour colleague was not regularly working the set amount of time. Monies not utilized toward payroll are returned to town and is no longer allocated to library services but instead to general funds. Charles and Lauren will meet to outline a job posting to hire a library assistant to contribute to programing and staffing needs.

Systems no new concerns.

Old Business- Bike rack has been well received and discussed options for winter storage. Mini-splits with a need for 3 -initial quote \$18k-\$20k (excluding electrical) and there are limitations with how and where to place condensers. Alternative option is to replace window units at lower costs and Charles will investigate pricing out replacements.

Mission Statement offered by Charles and accepted with adjustment reflected in the following: "To provide free and equitable access to services for the Greenville community. The library promotes life-long learning by providing access to a broad range of knowledge, experience, information, and ideas in a welcoming and supportive environment." Motion to accept the mission statement by Deb Spratt and seconded by Judith Wilkins.

Mobile Hotpots tested by staff and is up a running with Facebook announcement, recommended to monitor success to expand in future.

Trustee orientation, NHLTA recap from Lauren shared the meeting was good breakdown of the statutes, responsibilities and resources and recommended to review available meeting notes on: [New Hampshire Library Trustees Association \(nhlta.org\)](http://NewHampshireLibraryTrusteesAssociation.nhlta.org)

New Business- Budget- Only question is around salary increase for next year, postage is not a concern. Asked that Charles create a list of equipment (printer, desktop) that will potentially need to be replaced with specs and prices to evaluate if we allocate funds from this year or next. Board wants to raised awareness that the library offers chrome books for the public to utilize. Charles will create a proposed budget for next year to be provide prior to next month's meeting for board to review.

Shared upcoming events that will be posted at the post office and on Facebook.

Deb Spratt motioned to adjourn and seconded by Judith Wilkins.

Next meeting is on September 11, 2023

Respectfully Submitted,

Natalie Klebes