

Chamberlin Free Public Library

Board of Trustees Meeting

December 11, 2023, at 6:30

Present: Charles Brault, Deb Spratt, Lauren Pashayan, Judith Wilkins, Natalie Klebes, and Diane Steele Minutes of November meeting were reviewed with “I” to be removed as a grammatical error, Deb Spratt motioned for approval and seconded by Lauren Pashayan.

The Treasures report was reviewed, over in several areas with thought that funds will be redistributed at the end of year. Concern raised that there will be excess funds returned at the end of year, and director explained that allocation to lesson that number will be shared under new business. Motion to accept the treasures report as is made by Deb Spratt and seconded by Judith Wilkins.

Circulation statistic has gone up a bit, nothing significant to note.

Personnel: New assistant has already displayed that she is ambitious, hardworking, and flexible in her schedule. Focus has been on getting her upskilled in systems and circulation and general functions. Programing will become a focus when she is more acclimated and prior to the leave of other colleagues.

Systems- New computers and programs will be discussed in new business.

New business- In need of new signage to display outside (estimated cost not including shipping \$400), a new server (estimated cost not including shipping \$1200), 5 Desktop computers (estimated cost not including shipping \$1645), Firewall (estimated cost \$400), New Monitors (estimated cost not including shipping \$600). Overall estimated cost not including shipping \$4500-\$5000 all to be ordered prior to the end of year.

Board proposed that we allocate surplus amounts to go towards program items (i.e. Legos, board games, puzzles, puppets, ect.). Allocated \$2000 to go towards program items- motioned to accepted made by Deb Spratt and seconded by Lauren Pashayan.

Propose that agenda in January and February include staffing hours and realign payroll. In review of current hour allocation, it was displayed that colleagues were not working the number of hours allocated. Excess funds remaining in salaries and using the estimated \$7000 for systems and programing the board is concerned that the estimated funds not used will be returned to the towns general funds and not towards the library. Director will discuss and set expectation for set hours to work in 2024, the board will check in more regularly to ensure allocation stays to budgeted plan. Board would like to encumber as many funds as possible, towards items needed such as chair rack.

Second floor renovations will be added to ongoing agenda, hope is to use dedicated space for programs. In discussion with town and NH preservation there will be an application for registration and have a survey done. Motion to adjourn made by Deb Spratt and seconded by Lauren Pashayan.