

Trustees' Meeting Olivia Rodham Memorial Library **Monday, October 16, 2022, 4:00 PM**

I. CALL TO ORDER at 4:00 PM

Present: Anita, Lew, Melinda, Karen, Judith, Jan, Kris, Jen (alternate, acting as secretary for Jan Perry)

II. SEPTEMBER MINUTES - Motion was made by Anita to approve September minutes; seconded by Jan; motion passed.

III. TREASURER'S REPORT (Lew)

Lew presented the treasurer's report and noted that all was on track with expenses at 68% of budget and income at 77% (benchmark for September is 75%.) Raymond James account showed additional monthly decline but Lew felt this in line with industry results. Discussion ensued as to where Fibercast costs should be allocated and decision made to ID as Computer Support line item. The board supported Kris's request that remaining technology funds of \$2,000 be used toward the purchase of new computers as all three are more than ten years old (*action below*). Jan reminded the Board about the idea to install curtains in the town hall for presentations.

Lew mentioned that November begins budgeting season and will work on a preliminary budget for next month. (*action below*)

Lew found and reviewed historical documents (*action 9/23*) and found records of original agreements from grants and determined we are in line with directives.

Jan made motion made to Accept the Treasurer's Report, Anita seconded and motion passed.

IV. CORRESPONDING SECRETARY REPORT (Melinda)

Melinda reported that thank you notes went out to:

- The Friends of the Library (Donna Kidd)
- Author Teri Upton for book donations

Upcoming thank you note needed for: Martha Collins and her added work and support while Jeff has been on vacation.

V. LIBRARY DIRECTOR REPORT

A. Operations – Busy month processing all of the books received from the CLiF Grant. With Jeff out for a month, Kris recognizes even more the valuable and significant contributions he makes to maintain an efficient and smoothly run library. She has been very fortunate to receive additional volunteer help from Martha Collins to make up for Jeff's very felt absence.

B. Upcoming Events -

Thursday October 24 12-1:00 PM Cook book group

Saturday October 28 10:30 - 12 Meet Nelson's Clean Energy Committee. A chance to discuss energy alternatives, the availability of possible money to weatherize your home and get a carbon footprint of your home.

C. Fibercast The transition to high speed was completed and Consolidated Communication will

be cut October 17. Everything internet based was reconfigured using the same passwords including the heat. Monthly expenses will be far less than was seen under Consolidated.

- D. Library Sign** The small brass letters over the library door (and that previously hung over the old library door!) had to be taken down as the trim board was rotten. Kris was able to save them from being thrown away and would like to do something with them. It was suggested that instead of being nailed back directly into the exterior trim board, perhaps a sign could be made with a matching brass trim that could be placed on top of the door again. (*action below*)

VI. LIBRARY POLICIES REVIEW

XIX. Investment/Financial Policy

Anita handed out revised and updated XIX. Investment Policy (*takeaway 9/23*).

Karen reviewed with the Board the Prudent Investor Rule RSA 564-B:9-901 (*takeaway 9/23*) and determined that “we are in good stead.”

Policy was reread and found acceptable. Jan motioned to accept the Investment Policy as revised. Anita seconded. Motion passed.

SUMMARY: We have reviewed the 3/2018 XIX Investment Policy, amended and adopted effective 10/16/23. Next review will be 10/2024.

VII. ACTION ITEMS SUMMARIZED

- Kris will research cost of desired new computers.
- Lew will bring initial draft of 2024 budget to November meeting for review and discussion.
- Anita will write a letter to select board asking for permission to install a sign using the old antique brass letters above the door of the library.

VIII. OLD OR UNFINISHED BUSINESS

Anita explained that she and Jeff had been working on reformatting the Policy Manual so that each policy has its own page(s). This way, when one policy is revised it will not force the reformatting of other policies. Consistent dates will appear on each page noting Reviews and Revisions.

IX. NEW BUSINESS

We shall begin discussion on 2024 budget at our November meeting.

X. REVIEW OF LIBRARY HEALTH AND SAFETY PROTOCOLS was revisited and status quo remains fine.

XI. MOTION TO ADJOURN

Jan moved to adjourn the meeting and Anita seconded. The meeting was adjourned at 5:17PM.

Next meeting November 20, 2023 at 4:00 PM. Jan plans to be in attendance but may be unable to take minutes and Jen agreed to serve in that capacity.