

Trustees' Meeting Olivia Rodham Memorial Library

Monday, January 30, 2023, 3:00 PM

I. Call to Order at 3:00 PM

Present: Anita Flanagan (Chair), Lew Derby (Treasurer), Jan Perry (Secretary), Gretchen Ezell (Corresponding Secretary), Sara Marean (arrived after start of meeting), Jen Pepin (alternate), Kris Finnegan (Library Director)

II. December Minutes – Motion was made by Anita to accept the minutes, seconded by Gretchen, motion to approve the December 2022 Minutes passed.

III. Treasurer's Report – Lew provided the financial reports via e-mail and reported that everything looks to be on track for this fiscal year. There were eight documents for Trustee information: 2023 Wages for library staff, 2023 Library Holidays, Library Proposed Budget, Library Comparative Statement and Proposed Budget, December 2022 Treasurer's Report, Comparative Statement and 2023 proposed budget, 2022 Report of library Memorial Funds, 2022 Year End Treasurer's Report. Gretchen moved to accept the December Treasurer's Report, seconded by Anita. Motion to approve the Treasurer's Report passed. Note – the library budget is approximately 1-3% of Nelson Town Budget.

IV. Corresponding Secretary Report – Gretchen reported that there was no Trustee Correspondence in December. She has placed an order for stationary with Curry Copy in Keene. The notepaper has arrived, but we are still waiting on envelopes.

V. Library Director Report -

Book Winnowing – 100 books that have not been taken out of the library for eight years have been removed from the shelves. These do not include any local or important historical books.

Quigley Books – Fifteen of these books have been provided to other area libraries. There are still some books available at the library for a donation.

Cleaning Chemical – Library Director has asked that the amount of cleaning chemicals per application be reduced so that there is no residual odor of such chemicals in the library.

NHSL – the yearly report is being compiled, due in March. During a Zoom meeting the State Librarian, Michael York emphasized importance of library workers to have a contract. This was discussed. Library staff members do not have a work contract. The Library Employment Policy does contain provisions that Trustees should review. No action was taken.

Nelson School – One hundred books were brought to the Nelson School for Reading Month.

Bookmark – Nelson in Common will be producing a bookmark with hours of operation of the library as well as references to other town websites

Future Events – Nelson book group meeting on 2/9/23 to discuss “The Story of Charlotte’s Web” by Michael Sims, Nelson Cookbook group meeting on 2/28/2023 to discuss and sample food from a number of Mediterranean cookbooks available at the library.

Working on collaboration with Nelson in Common to present speakers. Old Home Week will have a presentation of Lighthouses available through the library.

VI – Old or Unfinished Business – Letter was drafted and sent to the Selectboard to investigate a large screen monitor to update the technology on offer for library presentations. This subject will continue to be reviewed and a plan will be presented to the Selectboard when ideas and costs have been determined.

A second letter from the Trustees was sent to the Selectboard to clarify any changes being made to the book room of the Lower Library Level. The Selectboard responded with a letter stating that no changes would be made to this space. Town documents would remain stored in the Archive room.

VII – Library Policies Review – A DRAFT Technology Plan was passed out to the Trustees for review. The Draft Information Technology Plan was reviewed during the meeting. Questions remain regarding whether the plan should be directive but not prescriptive because technology changes and the document must be nimble. Trustees were asked to continue their review of the DRAFT document.

VIII – New Business – Jen Pepin and Karen Hersey will run for election as Library Trustees. Sara Marean and Gretchen Ezell will not run for reelection. Gretchen Ezell will step back and become an alternate library trustee.

IX – Review of Health and Safety Protocols – The protocols have been changed to reflect “masks appreciated”. The rest of the Protocols will be suspended for now.

Next meeting to be held on **February 27, 2023** at 3:00 PM.

Adjournment – Anita moved that the meeting be adjourned, Jan seconded the motion. The motion passed.

Meeting adjourned at 4:35 PM.