

Trustees' Meeting Olivia Rodham Memorial Library

Monday, April 17, 2023, 4:00 PM

I. Call to Order at 4:02 PM

Present: Anita (chair), Lew (treasurer), Jan (secretary), Karen, Melinda, Judith (alternate), Kris (library director)

II. March Minutes – Motion was made by Anita to accept the minutes as amended, seconded by Jan, motion approved.

Welcome newly elected Board of Trustees members: Karen Hersey, Melinda Belden. Motion to appoint Melinda as Corresponding Secretary was made by Jan, second by Karen. Motion was approved. Lew asked whether anyone would be willing to be the Treasurer in Training for the remainder of his term in office. Karen Hersey agreed to take on this work.

III. Treasurer's Report – Lew provided the financials via e-mail and reported that everything looks to be on track for this fiscal year. He will also schedule the annual meeting with the Raymond James agent, either in person or on Zoom.

Anita moved to accept the Treasurer's Report, seconded by Jan. Motion approved.

IV. Corresponding Secretary Report – A thank you note was sent to Sara along with the Toadstool gift certificate in thanks for her service. Lew discussed other correspondence that will be needed as a result of Gretchen's return to Board Alternate.

V. Library Director Report -

Regular Events – Coffee hour, every Saturday at 9:30am. There are usually 7-12 attendees and someone often brings a treat to share.

Past Events – Cellar Holes April 1, 2023. There were 33 people at this event. The microphone system worked well.

Future Events – April 18, 2023 – Cookbook group, noon, Caribbean cooking. -April 20, 2023, Grandma Gatewood's Walk by Ben Montgomery. New England's Colonial Meetinghouses and their impact on American Society, Monday, May 8, 2023 at 3pm. Drawing Community: Creating Comics from Shared Stories. Saturday, May 13, 2023, 11:00 at the Town Hall

Upcoming Programs – Monadnock Music for Kids, July 6, 2023, 3:00; new event for Old Home Week: marine docents doing a program on Watersheds and Estuaries.

VI – Library Policies Review – A DRAFT Technology Plan was passed out to the Trustees for review and consideration. Discussion was had and Trustees will continue the discussion at the May meeting. The major area of discussion centered around whether something was a Policy or a Procedure.

Under **XI Information Technology 5**, The following sentence was added, “The Library Director will develop Procedures for loaning technology equipment, subject to Library Trustees approval.” The former **Policy “XII Use of Digital Projector”** will be removed as a Policy and the Library Director will create guidance for use of library technology equipment. Anita will create a clean copy of the draft based on the discussion and after review in May, the Board of Trustees will consider a vote to adopt the revised and updated Technology Plan.

VII – Action items - none

VIII – Unfinished Business - Update on status of Committee to study a proposal for new Technology in Town Hall. This item was tabled until the May meeting.

IX – New Business – NHTLA conference – Anita and Jan will plan to attend the May 9, 2023 conference and Karen and Melinda will plan to attend the Trustees Orientation Meeting, July 17, 2023.; Summer Forum Conversation-Trustees agreed on two Forums this summer as the post pandemic routine). Suggested speakers will be contacted to determine availability for July 6 and July 20 at 7pm. Insurance company request to have an insurance appraisal for the stained glass windows and artwork in the library. Lew will find out who Primex Insurance recommends. An appraiser will be approached to respond to the insurance company’s request.

X – Review of Health and Safety Protocols – current protocols will continue. Masks encouraged but not required.

Adjournment – Anita moved to adjourn the meeting, Karen seconded the motion, motion approved.

Meeting adjourned at 5:30 PM

Next meeting to be held on **May 15, 2023** at 4:00 PM