

## **Trustees' Meeting Olivia Rodham Memorial Library**

**Monday, May 15, 2023, 4:00 PM**

### **I. Call to Order at 4:00 PM**

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

**II. April Minutes** – Motion was made by Karen to accept the minutes, seconded by Judith, motion approved.

**III. Treasurer's Report** – Lew has begun showing Karen the Treasurer's work; how the reports are made and all account information. Excel spreadsheet is used to keep track of everything. Karen will be meeting with Lew every month through the end of his term as Treasurer.

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, Josh Houle, either in person or on Zoom. The form indicating the new Trustees will be sent to New Hampshire Trustees Association for dues payment on behalf of new Trustees.

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

**IV. Corresponding Secretary Report** – A thank you note was sent to Gretchen along with the Toadstool gift certificate in thanks for her service as an elected Trustee. For future reference, the library is able to receive gift certificates at a discounted rate.

### **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** – New England's Colonial Meetinghouses and their impact on American Society, Monday, May 8, 2023 – 15 people, Drawing Community: Creating Comics from Shared Stories. Saturday, May 13, 2023 – 7 people.

**Future Events** – Monadnock Music for Kids, July 6; Estuaries and Waterways with the UNH Marine Docents, August 9, 2023 at 3 pm. May 16, 2023 – Cookbook group, Caribbean cooking. Monthly book group -May 17, 2023, "Lucy by the Sea" by Elizabeth Strout. Cookbook group June 27, 2023 at 12:00, Alpine Cooking. Monthly book group will meet on June 15, 2023 at 10:30 am. The book is "Outline" by Rachel Cusk.

**Upcoming Programs** – Summer Forums

**Library Writing Group** – New monthly program meeting the last Saturday of the month. First meeting will be held on May 27<sup>th</sup> at 10:30 am. Expecting 4-5 people.

**Grants** – the Library Director has been working with the Nelson School to create a grant application for the CliF Rural Library grant program. The application is due on May 20, 2023. Jan volunteered to contact the school principal in order to fill in some necessary statistics and have the school prepare a supporting letter.

**Library Organization** – RSA 33-A:3-a provides for library records that must be retained. Kris has sorted through what must be retained and what can be discarded per statute. Retained records have been labeled and filed.

**VI – Library Policies Review and Action Items** – A FINAL Technology Plan was passed out to the Trustees for review and consideration. Jan moved to accept **XI Information Technology** replacing the former **XI Information Technology**, Melinda seconded the motion. Motion approved.

Motion was made by Anita to remove **XII Use of Projector** from the Policy Manual, Lew seconded the motion. Motion approved.

**VII – Summer Forums** – Anita prepared a Planning Sheet to provide guidance for summer forums. Speakers will be John Wengler, “Nelson Rules Baseball” on July 6, and Ethan McBrian, Music in Nelson on July 20. Lew will approach Gordon Peery to provide the 15 minute musical interlude prior to the 7 pm Forums.

**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** – Karen and Melinda will plan to attend the Trustees Orientation Meeting, July 17, 2023.; Insurance company request to have an insurance appraisal for the stained glass windows and artwork in the library. Anita spoke with appraiser and met with them at the library. She has prepared a review of the process she went through to meet the insurance company request. This review will be attached to these minutes for future reference.

**X – Summer schedules review** – June meeting to be held June 26, 2023, 3pm; July short meeting prior to July 20, 2023 Forum, 5:00 pm. No meeting in August. Anita moved to accept the summer schedule, Karen seconded the motion. Motion approved.

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

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

**Meeting adjourned** at 5:30 PM

**Next meeting** to be held on **June 26, 2023** at 3:00 PM