

MINUTES

Effingham Public Library

Date: April 10, 2019

| Meeting called to order by Heidi Foy @ 6:02

In Attendance

Present: Heidi Foy, Erik Jones, Pat Piper, Cheryle Feirick as voting member and Crystal Hoyt ex officio

Absent: Maureen Spencer

Approval of Minutes

The minutes for March were read. Corrections made to date and grammar. Moved to accept by Cheryle , seconded by Erik, passed.

Treasurer's Report

Treasurer's Report by Pat:

- No financial reports as Pat has received none from book keeper.
 - Pat noted nothing in March minutes indicate discussion or vote to change banks. She has started the process to change banks with Northway but moved we hold off and table discussion until Board discusses topic at May meeting. Nothing she has done is definite and can be easily cancelled. Erik seconded, Passed.
 - Pat does not have signatory rights at Citizens yet but will take care of ASAP.
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Library Director's Report

Crystal presented her monthly report:

- Use of Library is up by about 130 patrons from March of 2018, a total of 393 this month. Attributed generally to seasonal changes.
- Sound Resort, which set up Library AV system, is now defunct. There are no operating system directions in place making it difficult to use the system efficiently. Pat will work with Crystal to check out the system and connections, demonstrate use and get everything synchronized with her.
- As Board progresses through policy updates, she would like to see a specific Program Policy, and possibly an application, developed to clarify who is responsible for new programs that may be added and any supplies, etc. incurred by same - i.e. Library personnel or applicant. This would alleviate any confusion or possible miscommunication between parties.
- A member of Effingham Conservation approached Crystal for access to upstairs and asked for permission to use same for Squam Lakes presentation in June during Drake's Corner Street Fair. Crystal explained we had no authority over the second floor and directed him to speak with Selectmen and Fire Department.
- Effingham Library and Effingham Conservation are co-hosting a Brook Trout presentation on 4/12/19 from 6:30-8 PM. All are welcome.

Committee Reports

Erik has been refreshing Trustee Manuals and computer forms on such items that do not need Board vote. These would be dated materials such as Board members, etc. He will do them one at a time as we pass our individual ones to him. This may make it easier as we begin reviewing Policies and Procedures.

Friends of Library Report

None at this time. Katie McCarthy will discuss needs/concerns at May meeting.

Old Business

- Planters were found beside storage shed so don't need to purchase new ones. Cheryle reported it has historically been Trustees who refreshed them each year. She has already picked up new cocoa liners and soil. We do need plants. Discussion ensued as to how work on building porches may affect their use.
- NHLTA Annual Meeting on May 29th will be attended by several Board members depending on schedules. Pat has received a scholarship from NHLTA to cover cost, Heidi will send in ASAP. Registration fees will be covered by Library Budget as needed. We should send in own registration forms. Board members should keep track of mileage also.
- Library Maintenance with long- and short-term needs tabled until May meeting. Confusion as to specifics covered by town or library.
- Board discussed 2019-2020 Trustee Meeting day and time. Second Tuesday worked best for majority. Erik moved we hold 2019-2020 Trustee Meetings on 2nd Tuesday each month @ 6 PM except March 2020 meeting which will be held on the 3rd Tuesday. Seconded by Pat, Passed. Cheryle will post on Bulletin Board.

New Business

- Two paint nights will be held on Fridays, 6/18 and 8/9 from 7-9PM. This will be a fundraising event for the Library. Our Multipurpose Use Policy says Library cannot charge for use so must be a donation. A donation of \$25 was suggested to cover Brandie Felix's expenses of \$13 per person with rest going to Library needs. Topic of painting will be of seasonal nature to be determined later. Advertising will need to be determined. We cannot put on school newsletter as only approved for student use by GWRSD. We need to find out how many people Brandie can comfortably deal with in our space.
- Cheryle spoke with Karen Payne about the Library having a table for Book Sale at Drake's Corner Street Fair in June. Cheryle will organize and schedule the set-up of book table and break down of same. She will need volunteers to do some lifting and helping out.

Other

- Pat and Heidi, and perhaps Cheryle depending on schedule, will attend the free April 12th New Trustee Orientation workshop in Concord.
- The Board discussed our Policy of free library cards for all patrons. It is felt we would not make appreciable amount if charged for nonresident library cards from some research Crystal has done in past.

To Do

- Questions discussed and answered about Banking
- Nonresident versus resident library card expense
- Katie McCarthy discuss Friends of Library
- Review Policies and Procedures
- Short- and Long-term Library Needs: Maintenance, Programs, Materials

Next Meeting

Erik moved to adjourn @ 7:40, seconded by Cheryle, Passed.

Next Meeting: Tuesday, May 14th @ 6 PM.