

## MINUTES

Effingham Public Library

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*Date* 11 June 2019 | *Meeting called to order by* Grace Fuller @ 6:00

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### In Attendance

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

Absent: Maureen Spencer has offered letter of resignation.

Cheryle has accepted Trustee membership pending Selectmen approval.

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### Review and Approval of Minutes

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The minutes for April were read and approved with further corrections. Moved to accept by Cheryle and seconded by Heidi. Passed.

The minutes for May were read and approved with corrections. Moved to accept by Pat and seconded by Erik. Passed.

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### Treasurer's Report

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Presented by Pat.

May's late fee of \$42.27 was actually due to late fee for credit card. \$541 in unanticipated funds were validated for May. Moved to accept by Pat, seconded by Cheryle. Passed.

Cheryle moved to accept Treasurer's Report, Grace seconded. Passed.

Pat moved to move accounts to Bank of New Hampshire, seconded by Cheryle. Passed.

Director will have credit card for Library purposes with \$500 limit, and Chair will have credit card for Library purposes with \$5000 limit.

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### Library Director's Report

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Crystal presented monthly report. Monthly copies will be kept in notebook with minutes.

Crystal shared information about her annual conference in Meredith.

Board discussed holiday hours. Cheryle moved to close EPL for Christmas Eve, 12/24,2019, and for New Year's Eve, 12/31,2019. Staff will not be debited PTO hours for this time, but will be paid for the holiday. Seconded by Heidi. Passed.

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## Old Business

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Board went into Non-public meeting to discuss staff raises.

Library Book Sale. Cheryle organizing. Set-up on Friday the 21<sup>st</sup> @ 4:45. Members will help book sale as needed on Saturday the 22<sup>nd</sup> at the Street Fair.

Review of Manual in consecutive order from By-Laws through Strategic Vision.

- Master Plan – Add ‘Proposed’ to Level I standards. ‘Goals’ changed.
- Changes to Master Plan pages - Collection Development Policy. Last 2 sentences belong elsewhere. Board felt Crystal should check this page over as pertains to her duties.

Erik will be editing on computer. After completion, Manual will be online. Board may look at numbering pages for ease in use. We will continue from this section at next meeting.

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## New Business

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Board decided to give Katie McCarthy, the Friends’ chair, a meal gift card from Windy Fields. Cheryle will take care of Get-Well card.

Board decided to name the Local Author collection for Maureen for all her time and efforts with the EPL. Erik and Cheryle will see about a plaque. Moved by Heidi, seconded by Erik. Passed.

Pat, Heidi, Erik and Grace shared high- and low-points of NHLTA conference.

Grace read a letter outlining our Library’s uses and needs, to be sent to State of NH Division of Historic Resources Grant Coordinator. It is hoped it will provide incentive for them to support the Town Moose Plate Grant application.

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## To Do

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Manual up-date to be continued. Read ahead in Manual in preparation next month.

Library maintenance needs/desires to be looked at, both short and long term. Consider options and start compiling list

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## Next Meeting

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July 9th @ 6 PM

Motion to adjourn made by Erik, seconded by Cheryle. Passed.  
Adjourned @ 8:25.