

Town of Grafton

Library Trustees Meeting Minutes

April 15, 2021

Place: Town Hall

Purpose of Meeting: Monthly Meeting

Called to Order: 6:02 PM

Trustees Attending: A. Cushing, S. Smith, S. Tresch Fienberg (Alternate)

Library Staff Attending: K. Coolley (Director), A. Jacques

FoGL Attending: D. Clough

Immediate Business

Approval of Minutes

S. Tresch Fienberg moved and A. Cushing seconded that the minutes from the March 18, 2021 be approved as submitted. The motion passed with two votes in favor and S. Smith abstaining as she did not attend the meeting.

S. Tresch Fienberg moved and S. Smith seconded that the minutes of the March 13, 2021 meeting of the Library Strategic Planning Committee be approved as submitted. The motion passed unanimously.

Tree Removal

Follow-up discussion regarding tree removal was postponed to the next meeting.

Library Director's Report

Utilization

Kate noted that books and media checkouts were up by 35 and visits were up by 40 over the February totals.

Staffing Update

Samantha Smith resigned April 12. Rather than hiring a replacement, K. Coolley plans to cover Sam's shifts with existing staff.

Earth Day Cleanup

To date, five families have participated in the clean-up project, with more stating their intention to do so. Multiple prizes have been donated, and a list of the donors will be made visible to give them credit.

Other

D. Clough and M. Gasiorowski cleaned and organized the library basement to maximize the efficiency of space use and to prepare for the upcoming book sale.

A. Jacques is adding new books to the catalog and is completing a comprehensive training program provided by the New Hampshire Interlibrary Loan System.

S. Duffy has culled the junior non-fiction collection to make room for new books to be added.

Policy Clarification

The trustees clarified the policy about disposal of the library's "capital equipment." In short, the Director has the authority to dispose of any media as she sees fit, but not library furnishings or equipment as these are town property. Decisions regarding disposal of these types of items are to be made by the Trustees.

For routine building maintenance issues requiring expenditure of library funds, the Director is authorized to research options for addressing the problem and presenting these options to the Trustees for a decision, either by phone or email between meetings or at a regular meeting. If a building maintenance issue is structural, the Trustees will take the lead on assessing the problem and soliciting bids.

Treasurer's Report

S. Smith presented the budget vs. actual report for January through March 2021 showing total ordinary expenditure of \$2,330 for the first quarter (13% of the approved budget). She also reported that a memorial donation has been made to the Grafton Library in honor of Patricia Theall.

A.Cushing made a motion to accept all donations, including a \$1,500 donation from FoGL for books and other media (see description under "committee updates" below). S. Smith seconded the motion and it passed unanimously.

Committee Updates

FoGL

The Spring Fling Take-out fundraiser was a great success, raising \$1,470 (\$670 over the goal of \$800!). FoGL added \$30 to this amount in order to make a \$1,500 donation to the library for books and other media. In light of the event's great success, FoGL plans to repeat this fundraiser next year.

The Trustees voted unanimously to deposit this donation into the Director's account to cover media/books purchases for the entire year, including the Amazon Prime membership.

Library Strategic Planning Committee (LSPC)

The LSPC launched its community survey during the second week of April. To date, 53 surveys have been returned. The LSPC will continue receiving responses until the FoGL Memorial Day Yard Sale on May 29, where there will be a final push to collect as many completed surveys as possible.

Interviews of local library directors, school contacts, town officials, and others with an interest in the future of our library will be conducted throughout April and May by members of the committee.

S. Tresch Fienberg is preparing a summary of all activity related to library facility planning since 2014 and is also researching best practices among small libraries serving rural communities. She will summarize the findings of the information-gathering phase of the planning process. at the June 12 meeting of the LSPC.

At present, the voting members of the LSPC are A. Cushing, S. Smith, and G. Curran (Library Trustees); Cindy Kudlik (Selectboard); K. Coolley (Library Director); and E. Bergamini (FoGL Chair). S. Tresch Fienberg (Library Trustee Alternate) is serving as the non-voting facilitator. The Planning Board has also asked to appoint a representative to the committee. If none is available, a non-affiliated consumer will be recruited to serve as the seventh voting member.

Other Business

In collaboration with Indian River School, the Library applied for and was awarded a CLiF (Children's Literacy Foundation) grant. Details regarding the amount and associated programming funded by the grant are forthcoming.

Public Comment

A.Jacques requested clarification regarding the approval process for library programs and activities. The Trustees affirmed that the Library Director has the authority to implement programs or activities that do not require unbudgeted expenditure of library funds without obtaining Trustee approval. However, the Trustees do need to be informed of any new program or activity in advance and will be responsible for informing the Selectboard as needed. Programs or activities requiring unbudgeted expenditure of library funds must be approved by the Trustees in advance.

Meeting Adjourned 6:53

Respectfully submitted,

S. Tresch Fienberg, Trustee Alternate

4/12/2