

Barrington Public Library  
Board of Library Trustees Meeting  
April 16, 2019  
Draft meeting minutes

Present: Trustees: Lydia Cupp, Robert Drew, Leigh Elliott, Susan Frankel, Karolina Bodner (arrived at 6:18), Melissa Huetten (Library Director), and George Bailey (Select Board representative)

Absent: Bridget Rounds (alternate Trustee), Traci Bisson (Trustee), Lindsey Maziarz (Trustee Chair)

The meeting was called to order at 6:01

The public meeting minutes from the 3/19/2019 meeting were approved, in a motion by Leigh and seconded by Susan, and passed on a voice vote.

Donations of \$546.03 were accepted in a motion by Lydia, and seconded by Leigh, and passed on a voice vote.

Public Comment:

1. George Bailey commented that he will continue to be the Select Board representative for the Library Trustees. He also will mention the need for Alternate Trustees at the next Select Board meeting.

Treasurer's report: Susan sent out the reports by email and she presented the reports. Robert made a motion to accept the Treasurer's report, and Lydia seconded, motion passed on voice vote.

BPL Project (New Library) Update:

1. The Foundation's community meeting on April 9<sup>th</sup> had over 30 people in attendance. A number of committees have been formed to address different areas such as outreach and social media as well as others.
2. A private Facebook page has now been made a public page.
3. The next meeting will be held a Lois Lane on May 4, 2019 from 6:00-7:30.

Friends Update:

1. Books in Bloom- Lydia shared the event was a success. All Trustees, Library Staff, and George Bailey were thanked for their support of the event.
2. Perennial Sale-Help is needed on May 31 from 2:00 on to set up for the event at the Town Gym. The sale itself will be on June 1<sup>st</sup> from 8-12. Help is needed on the day of the event too. This is the biggest fundraiser for the Friends of the BPL.

Director's Report:

1. Melissa shared library statistics.
  - 34 new patrons
  - 3,742 patrons came in
  - 5,364 items checked out
  - 985 Overdrive audiobooks and Ebooks used
  - 159 Hoopla users (TV, movies, books, audiobooks)

2. Melissa shared an update on the open Circulation/IT position. She reviewed 3 options.

1. Using the Town's IT provider Rockport. Melissa shared that Rockport taking over the IT would add \$400.00 a month to the Town's contract ( this would double what the IT Rockport handles for the Town).

2. Use Back Bay Networks ( Melissa has a meeting scheduled on Monday) to keep the Library on track with their Technology Plan. This would include updating the staff server, staff monitors, and networking, etc....

3. Move forward with posting the job using the original job description that David was working under.

The three options were discussed. If the Library uses Back Bay they could use money from the Technology Fund. Back Bay could possibly work with Melissa so she could learn the system and train other staff. Melissa will find out the cost for these services and report back at the next Trustee meeting. The open position was discussed. Melissa would like to post the position under the original job description as this is what is budgeted. This was discussed and the Trustees agreed to this. Various posting sites were discussed including Simmons College, State Library, and Listserv. Melissa will post the job opening.

3. Melissa asked for the Trustees to review the Library's Circulation and Overdue policies. Melissa shared concerns about the length of time a book is out of circulation if a patron loses a book (153 days). Suggestions were made to research this and revisit at our next Trustee meeting. Suggestions made were to discuss the issue with Library Staff for their recommendations, check on the policies of other public libraries, and ask for guidance at the NHLTA upcoming regional and annual meetings.

4. Upcoming Programming

- TeeTonka (reading therapy dog) information session for patrons is April 29<sup>th</sup> at 3:30.
- Melissa has been working on finding a replacement for the Dungeons and Dragons program that David had facilitated. She has found someone to take over one Saturday a month. This individual is currently undergoing a background check. She is also looking into having a few young adults leading a group.
- Summer Reading Program's theme is A Universe of Stories. Federal Savings Bank will be a sponsor of the summer program.

#### Old Business:

1. Congratulations to Karolina for being appointed as a Trustee. Karolina's information will be updated on the Trustee library page.
2. Two Alternate Trustees are needed. Melissa will post the need on the Library site and on social media, Leigh suggested having a form describing the need included by the small upcoming

program sheets, George will mention this at the upcoming Select Board meeting, and Lydia will mention this at the upcoming Friends of the BPL meeting.

3. Susan shared information from the Trustee Orientation meeting she attended on April 12<sup>th</sup>. She shared information on how Non Public meeting notes should be approved in a Non-Public session. A discussion on the logistics of this was discussed and Susan and Leigh will seek clarification at the NHTLA regional meeting tomorrow. She also discussed the Library not being ADA compliant and how debit cards are not recommended in payment for Library purchases.

#### New Business:

1. NHLTA Spring Conference Registration- Registration is due on May 10<sup>th</sup>. Trustees in attendance who can attend and Melissa signed up for sessions. Leigh had Lindsey's choices. Melissa has budgeted for herself and 4 Trustees to attend the annual conference. The Trustee's fund will pay for any additional Trustees or Alternates who would like to attend. Any Trustees/Alternate who were not at tonight's meeting and would like to attend should get their forms to Melissa as soon as possible.

#### Non-Public Session based on RSA 91-A:3

Motion was made at 7:40 by Susan and seconded by Leigh and passed by voice vote to enter into a non-public session. The motion to leave the non-public session was made at 7:45 by Robert and seconded by Susan and passed by a voice vote.

The meeting was adjourned at 7:45 by a motion made by Robert and seconded by Leigh and passed on a voice vote. The next meeting will be May 21<sup>st</sup> at 6:00 at the library.

Notes taken by Lydia Cupp Secretary

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