

Barrington Public Library  
Board of Library Trustees Meeting  
May 21, 2019  
Draft meeting minutes

Present: Trustees: Lindsey Maziarz, Lydia Cupp, Robert Drew, Leigh Elliott, Susan Frankel, Karolina Bodner, Melissa Huette (Library Director), and George Bailey (Select Board representative)

Absent: Traci Bisson (Trustee)

The meeting was called to order at 6:00

The public meeting minutes with edits as noted from the 4/16/2019 meeting were approved, in a motion by Susan and seconded by Leigh, and passed on a voice vote.

Donations of \$454.00 were accepted in a motion by Lindsey, and seconded by Robert, and passed on a voice vote.

Public Comment:

1. George Bailey commented that he will mention the need for Alternate Trustees at the next Select Board meeting. George discussed who was filling in for Peter Cook (former road agent) at the Town Hall until a new Road Agent is hired. Melissa can direct any issues that she would normally bring to Peter to Conner Mclver, Deputy Town Administrator.

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. All board members reviewed their information for accuracy as new NHLTA memberships are due for payment.

BPL Project (New Library) Update:

1. The Foundation's community meeting on May 14 had a number of committees formed to address different areas such as outreach and social media as well as others.
2. A new Foundation board has been formed.
3. The Building Committee will meet on May 31<sup>st</sup>.
4. The next meeting will be held at Lois Lane on June 25, 2019. The Foundation Leadership will meet from 5:30-6:30 and the Foundation Community meeting will follow from 6:30-8:00.

Friends Update:

1. 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.
  - 33 new patrons
  - 4,834 patrons came in
  - 5,073 items checked out

- 942 Overdrive audiobooks and Ebooks used  
-165 Hoopla users (TV, movies, books, audiobooks)

2. Melissa asked to update the Purchasing and Fiscal Management Policy. The policy was sent out to all Trustees to review before the meeting. After discussion the policy was amended to change policy to increase money on hand from \$100.00 to \$150.00 per the deposit policy. Susan made a motion to approve the change, Lydia seconded, the motion passed on a voice vote.
3. Technology/Circulation Position-Melissa sent out an updated job description and needs Board approval.
4. Melissa shared an update on the Library's Technology and Server. Melissa is working with Steve Gagnon from Back Bay Networks to keep the Library on track with their Technology Plan. This would include updating the staff server, staff monitors, and networking, etc.... New computers may also be purchased. Money is available in the Technology Fund.
5. Melissa mentioned that Wendy Rowe has her 15<sup>th</sup> year anniversary working at the library coming up. Connor McIver has been acknowledging Town employee anniversaries. Wendy will be recognized at the June 10<sup>th</sup> Select Board meeting. Discussed making June 10<sup>th</sup> Wendy Rowe Day at the library. Discussed having a cake and a memory book. Leigh and Chrissy (library staff member) will work on the memory book.
6. Melissa asked the Trustees if the temporary Summer staff member could have her own key and code. All agreed this was allowable.
7. Melissa questioned ADA accessibility issues with the Library. Concerns arose with some recent patrons having difficulty getting in and around the Library. Robert suggested Melissa speak to Connor McIver about these concerns.

#### Old Business:

1. Three Alternate Trustees are needed. Melissa will continue to post the need on the Library site and on social media, George will mention this at the upcoming Select Board meeting, and Lydia will mention this at the upcoming Friends of the BPL meeting. A suggestion was made that all Trustees should ask someone this month if they would be interested in becoming an Alternate Trustee and attend an upcoming meeting.
2. The NHTLA conference is May 29<sup>th</sup>.

#### New Business:

1. Discussion on changing Trustee Meeting starting times from 6:00 to 6:30. All were in agreement to the change.

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

Motion was made at 7:44 by Lindsey and seconded by Karolina and passed by voice vote to enter into a non-public session. The motion to leave the non-public session was made at 8:19 by Lindsey and seconded by Karolina and passed by a voice vote.

The meeting was adjourned at 8:20 by a motion made by Lindsey and seconded by Karolina and passed on a voice vote. The next meeting will be June 18<sup>th</sup> at **6:30** at the library.

Notes taken by Lydia Cupp Secretary

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