

Barrington Public Library
Board of Library Trustees Meeting Minutes
July 19, 2022

The Barrington Library Trustees met in person at the library.

Present: Trustees: Susan Gaudiello, Leigh Elliott, Lydia Cupp, Karen Towne, Robert Drew, Melissa Huetter (Library Director), George Bailey (Select Board Representative). Alternates: Melanie Haley, Sam Ronda
Absent: Karolina Bodner, Susan Frankel

The meeting was called to order at 6:30 pm.

Minutes: Lydia made a motion to approve the public meeting minutes from June 21, 2022. The motion was seconded by Sam. The motion was passed by a voice vote.

Donations: Robert made a motion to accept donations of \$149.95, the motion was seconded by Melanie. The motion was passed by a voice vote. A donation was made in memory of J. Blinkinsop by her family.

Treasurer's Report: Susan Frankel, Treasurer had submitted a printed version of her report in advance as she was absent from the meeting. The Trustees reviewed the data and Leigh made a motion to accept the report, seconded by Lydia. The motion passed by a voice vote. Susan G. mentioned that Susan F. will be attending a seminar on Trustee finances held by NHTLA in August.

Public Comment: George Bailey, Select Board Liaison for the Trustees gave an update on construction of the Town Hall. The moving date has been moved back to late August due to supply chain issues.

Friends Report: Lydia reported that the Friends will be holding their Annual Mum sale. Watch for fliers and info. The Friends are going to a tea luncheon at the Silver Fountain Inn next week.

Foundation Update: No meeting was held in July. Cindy Hoisington organized a group to march in the Tricentennial Parade on Saturday, July 23. Sandwich boards have been printed for marchers to wear. Children from the 1000 books before kindergarten program will march along with the Library Director and Children's Librarian. Next Foundation meeting is August 2, 2022 at 7 pm.

Director's Report: Melissa reported that she plans to order more library cards as the current supply is low. September is Library Card Sign Up month. The cost is \$725 for 2500 cards. A vote was not needed as the funds will be taken from the supplies account. The ILL policy was reviewed and edited by Amy Inglis and staff. Trustees recommended that the policy be re-submitted as edited and moved to August meeting for a vote. The Out of Town Library Card Fee was last updated in 2012. Melissa recommended that the fee be raised based on current tax rate and portion of tax bill going towards library. After discussion by the Trustees, Karen made a motion to increase the fee to \$70 per household,

the motion seconded by Robert. The motion was approved by voice vote. The new fee will take effect on Sept. 1, 2022.

BackBay, the library's tech consultant recommended condensing the two library network switches to one 48 port switch. Sam made a motion to spend \$774.00 (including labor) to replace the switch and was seconded by Lydia. The motion passed by a voice vote. The funds will be taken from the Technology funds of the budget.

Melissa introduced the new desk clerk, Kate to the Trustees and announced that Susan will be returning Friday.

The Friends of the Library installed a new fence behind the patio area. John, Cindy, Scott Anderson and his daughter Emily installed the canopy for the outdoor programming area.

Old Business: Susan G., Leigh and Karen attended a meeting with the Rec Commission on July 18, 2022. The members of the Rec Commission are currently working on projects they can accomplish using funds from their revolving account: gym floor refurbished and gym repainted, new office floor, shade structures on playground. The Rec's Strategic Plan calls for building an outside pavilion for concerts, etc. They will keep the Trustees updated on any new plans, especially projects using space outside. Jessie Tennis, Rec Director agreed that collaboration between the Recreation Dept. and Library has been a benefit to the town. The Commission indicated they would be interested in using the current library space when/if it becomes available, but has no definite plans at this time. They also indicated they are not interested in a joint warrant article to seek a bond to renovate the space for Rec use and construct a new library building. The Commission remains interested in working with the Library on future collaboration and in the library's plans for a new facility on the land adjoining the rec fields.

The Personnel policy about holiday scheduling and pay will be reviewed at the September meeting. The Emergency Plan will be up for a review in October and Challenged Materials and Programs in November.

Joint meeting with Trustees, Friends and Foundation will be held on Tuesday, September 13 at 6 pm at the library.

New Business: Committee Report on Staff Wage Analysis compiled by Robert, Sam and Susan G was presented. Proposed changes: move Desk Clerks from Grade 1.2 to Grade 2.1 and hours for the Morning Clerk from 25 to 22 hours. Interlibrary Loan currently at Grade 3, decrease hours to 25 hours from 27. Increase Processor to Grade 5 Step 2 and add Adult programming to the role; increase to 29 hours from 27. A motion was made by Susan G to accept the staffing re-organization with changes in hours and pay grades and was seconded by Robert. Motion was passed by roll call vote. Changes will be effective August 8, 2022. Melissa proposed the hiring of a Page at Grade 1.1 for up to 10 hours a week to shelve books while new desk clerks are being trained. Position for Morning Desk Clerk was recently posted. The page position would be temporary as needed. The continued need for the position will be reviewed in the late fall. Melanie made the motion for the temporary creation of a Page and the motion was seconded by Robert, Motion passed by a voice vote.

It was decided that the library will post only approved meeting minutes on the Library Website; Draft minutes will be made available in the library upon request.

A motion was made to adjourn the public meeting by Lydia and seconded by Sam. The

motion was approved by a voice vote. Meeting adjourned at 8:25 pm

Special Non-Public Trustee Meeting on August 2, 2022 at 5 PM

Next Regular Meeting August 16, 2022 at 6 pm

Minutes recorded by Karen Towne in the absence of Karolina Bodner, Secretary. Submitted
July 25, 2022