APPROVED 07/15/2025

Barrington Library Trustee Meeting Minutes
June 17,2025

Present: Chair Susan Gaudiello, Trustees Karolina Bodner, Diane Madriaga, Richard Compagnone, Melanie Haley; Alternates Karen Towne, Debbie Dadey; Director Lydia Goodwin
Absent: Ezra Hodgson, Lydia Cupp, Robert Drew

The meeting was called to order at 5:35 pm and was held at the ECLC building due to the library move. The meeting was not recorded on Teams due to the unavailability of a TV and internet. There was no public comment.

Approval of Minutes: Karolina moved to approve the meeting minutes from May 20, 2025 as edited by Susan, seconded by Diane. The motion was approved.

Donations: May donations totaled $ 2,967. Karolina moved to accept the donations, seconded by Diane. The motion was approved.

Treasurer's Report: Melanie reviewed the itemized list of the financial statements. Melanie reported that the cost of NHLTA memberships for 10 members will cost $350. Karolina moved that NHLTA membership be renewed with $350 to be paid from the trustee account. Move seconded by Richard, approved unanimously.

No Select Board liaison report as Dannen Mannschreck was absent.

Director's Report: Lydia updated the board on the resignation of Kate McCarthy on June 6, 2025. In order to maximize in-house talent and resources, she recommends promoting Jo Indelicato to a full time position. Jo will be responsible for ILL, tech and desk services. Her annual salary will be $42,286.40. The change becomes effective on July 1, 2025. The staff schedule is finalized until September with adequate coverage for vacations. A motion was made by Debbie to approve the change in Jo Indelicato's employment status to full time, seconded by Karolina. The motion was approved unanimously.

Lydia has applied for the notary certificate in New Hampshire. She is also certified in Maine as of April 2025.

Lydia requested several purchases from the project budget related to the new library. First, she asked to purchase an updated point of sale system to replace the old cash register, which will free up space at the desk and modernize the system. The total cost for the kit, cash drawer and iPad is $847. A motion was made by Richard to purchase the new point of sale system, seconded by Melanie. The motion was passed unanimously.

Next Lydia proposed the purchase of PVC label holders for the new bookshelves at a cost of $500. These will be easier to use than the present system of adhesive labels. A motion was made by Karen and seconded by Diane to approve $500 for the label holders. The motion passed.

Lydia also recommended purchasing a new people counter from SenSource for the library entrance as it would be more reliable to monitor patron counts. Many other NH libraries use this system and recommend it. The info is required for yearly data collection for the NH State Library, planning services, grant applications, and budget consideration. The old counter could be moved to the meeting room to track people exiting the room after hours. The cost is $1,000. Yearly operational cost is $260 for software and tech update. A motion was made by Richard, seconded by Debbie to approve $1,000 for the purchase of a new people counter from SenSource. The motion was passed.

Art and Collection Policy: Insurance coverage for artwork on display in the library was reviewed by Primex, the town's insurance carrier and the town attorney. It was clarified that the library owned items are covered by town insurance, but artwork on loan and displayed by individuals are not covered. A waiver will be added to the library policy to clarify the matter. Karolina made a motion to approve the updated policy, seconded by Diane. The motion passed unanimously.

Meeting Room Policy: The meeting room policy was updated to include library programs and community events that may extend beyond normal open hours or occur when the library is closed. Suggested fees for use by non-residents and for-profit entities was discussed, and an additional refundable $50 damage fee for use of the program room after hours was added to the policy. The use of the library technology in the program room was discussed. The library will purchase a Mac adaptor for the computer/TV hook up in that room. A motion was made by Karolina and seconded by Diane to adopt the new policy as amended, and the motion passed. It was decided not to make after-hours use of the program room available until the fall, so that full reviews by the Town attorney can be received and any revisions made to the policy and related forms.

Library Building Project Update: Susan reported on the library building budget which still shows a surplus. The moving process went smoothly. Huff Movers had originally estimated a cost of $18,000 for moving the books. They ended up charging $12,600 and donated $7,000 by way of a substantial discount. Susan reported the irrigation system that is in place has not been used or maintained for some years and would need an unknown amount of repair. To test for broken parts is $95 an hour. She recommends we not repair the system, but use hoses to water the gardens. The trustees concurred.

Susan recommended additional signage in front of library. A cost estimate will be researched for a design with granite posts. Lydia shared that new shelving is now scheduled to arrive on Monday, June 23; it was originally expected on July 9.
Lydia informed us that the library ribbon cutting will take place on July 10 at 1 pm. She described the events that will take place on Family Day, the grand opening on July 12 from 11 am to 3 pm.

Foundation Report: The Foundation leadership has asked if they can use the same address as the library for mail delivery. Permission was granted by the trustees.

Friends Report: Karolina was happy to report that the plant sale raised $3,700. The book sale will be held during the library open house.

Old Business: The MOU between the library and the town has been finalized. The Library Director and Trustee Chair recommend that the trustees agree to adopt the town's personnel policy and to use the town's wage and salary scale, though trustees retain the right to set library wages within that scale and will be involved in the periodic revision of the scale using external consultants employed by the town. A motion was made by Melanie and seconded by Richard to accept the proposed MOU agreement. The motion was passed unanimously.

A motion was made to adjourn at 7:10 pm by Melanie and seconded by Karen. Motion passed.

Submitted by Karen Towne, Trustee Alternate, on June 19,2025