

**Allenstown Public Library
Meeting of the Board of Trustees
59 Main Street
Allenstown, NH 03275**

June 18, 2019

The June 18, 2019 meeting of the Allenstown Public Library Board of Trustees was called to order at 5:15 pm

Present: Betsi Randlett, Mike McGeehan, JoAnn DuFort, Kathleen Pelissier, Jeff Venegas

Jeff motioned to accept the last month's minutes, seconded by Kathleen and passed.

Director's Report:

- Betsi will print out minutes for future meeting to review and pass.
- Gwen McGee (new librarian) is working out very well.
- The library will provide Lego kits to patrons, donations will be accepted.
- Kids, Books and Arts is sponsoring a Magic show on 6/20/19.
- Mike motioned and Kathleen seconded and the board approved disbursement of non-lapsing funds to pay performers for the summer program as follows:
 - \$425 for Magic by George.
 - \$330 for Lindsay and her Puppet Pals.
 - \$175 for Dan's Balloons.
 - \$75 for Space Yoga with Georgette.
 - \$285 for Wildlife Encounters.
 - \$170 for End of summer reading party with McDonny's Traveling Farm
- Free events are:
 - Stuffed Animal Sleepover
 - Beekeeping with Ron Clark of Busy Beezzz
- Betsi designed new Library cards, can be purchased at 500 for \$60. Jeff motioned to do so, Mike seconded, motion passed.
- Betsi will look into purchasing a laminator for the cards.
- Kathleen will start reconciling money on the Thursdays prior to these meetings.
- This board will continue to meet on the 3rd Tuesday of each month at 5 p.m.
- Reviewed budget
 - Switch appropriated \$ between water and sewer.
 - Betsi to review status of current dues and subscriptions. If possible overage to be used to create a training line item.
 - Kathleen to see if we can get MS Office through the town for library PCs (5). Currently using AVG as anti-virus as it is freeware.
 - Betsi will explore relevant upcoming training and plan out monthly.

Old Business:

- Jeff will work with Chad on the flagpole.
- Mulch is on the way from the town.

- Handicap sign is ready to be posted, Kathleen will see if Highway will dig up the old one.
- Check to be sent so that Betsi will officially be a notary.
- Spoke of town newsletter, if you subscribe it will arrive via email.
- Employee handbook is still in the works.
- Quarterly disbursement forecast: Debbie is willing to set up a schedule, Kathleen will work with her on that.
- Policy Subcommittee: Agreed to work independently to review policies for now.
- Long/Short term goals: continue to advocate for the library, set up library table at the town concert.

New Business:

- Jeff will talk to Mike F. about getting free or discounted passes to Bearbrook State Park
- Vote on Gwen as new librarian; Mike motioned, Kathleen seconded, board passed.
- Next meeting will include a building walkthrough to identify areas that require attention.
- Tracey Sutton will be volunteering to set up some craft sessions later in the year, assist in the library and keep board meeting minutes.
- Betsi is still trying to get MS Word via Tech Soup account, but they will not allow her an account as there is one already open for the library under the previous Director.

Next Meeting:

- Building walkthrough.
- Review of these and last month's minutes

Next meeting is July 16, 2019 at 5 p.m.

At 6:15 p.m., Mike motioned to adjourn, Kathleen seconded and board adjourned.

Minutes submitted by Mike McGeehan