**Allenstown Public Library**

**Meeting of the Board of Trustees**

**59 Main Street**

**Allenstown, NH 03275**

**April 18, 2023**

The April 18th meeting of the Allenstown Public Library Board of Trustees was called to order at 5:06 PM by Jeff Venegas.

**Present:** Kathleen Pelissier, JoAnne Dufort, Amanda Seibel, Jeff Venegas and Betsi Randlett

**Absent:**

**Items:**

* Review and discuss acceptance of meeting minutes for 3/21 meeting. March is approved and can be posted. Mandy moved to accept the minutes and Kathleen accepted.
* Reviewed Director’s report and items from the agenda.
  + Overview of the library functions- Putting down on paper what each person is doing so we as trustees have a day to day of the library, so we know what is reasonable, what is not and what the daily functions are on the library. What does coverage look like? What professional development do they want to seek as well. Looking for a list of items and estimates of time for items. This presentation and collection of information will be presented in May to the trustees.
  + Credit Card for Library- Sherry would apply for credit card for us if that were the route we decided to go. If there is something that we can make it easier and can pay all bills on one card. Decided to vote to get a credit card for the library to move this forward. Kathleen has been out, and we will follow up on this one in May.
  + Book dedication- will revisit this in January to present plan to the board and to plan for February vacation time to start.
  + Downstairs area and lighting updates- Have an estimate to ground the electrical as it is not safe. Can we use money in the capital reserve to use to cover the cost to get the electrical issues fixed? Mike Vachon provided us a quote and is a licensed electrician. Put to vote all agreed. Betsi to contact Sherri to see if we can get the form to process this for the trustees of the trust fund. Once that is in place work can continue on with the work with the lighting grant. Has replaced all the light fixtures downstairs and new bulbs upstairs. Downstairs grant still trying to get money just have not received it yet pending finance persons return from leave.
  + Vacuum- Jeff donated one lovely black rug that will help trap the dirt. Thank you, Jeff. JoAnne may donate a vacuum to the library and will bring for next meeting. Jeff will bring in another rug for the front as well. Betsi will reach out to get a quote for once-a-month cleaning and the deep cleaning. Could fall under maintenance or contracted services.
  + Outside sign updates- Betsi gave sign layouts and measurements to Jeff. Jeff will send this to the sign vendor in a comprehensive way for outside sign and sign pointing to downstairs.
  + Grants and donations coming in for summer reading program which is very exciting.
  + Posts about Pembroke reducing their card price for Allenstown residents have been popular. Lots of likes and engagement. Had a good reach as well.
  + Working with Pembroke to put on a summer reading performance. The costs will be split, and the show will likely be at Pembroke’s library.
  + Selected again for Hooksett Shaw’s Give back where it counts bag program for May.
  + Have scheduled some performers for summer reading program. Student Council could sell refreshments. Jeff will send Betsi the contact information.
  + Kathleen following up to see if we are excluded from some of the sewer fees. Jeff or Kathleen will email the sewer commissioner.
* The next Library Trustee meeting was scheduled for Tuesday, May 16th, at 5PM at the Allenstown Library.
* The meeting was adjourned at 6:07pm. Motioned by Mandy and seconded by Jeff.

Respectfully submitted,

Amanda Seibel