**Allenstown Public Library**

**Meeting of the Board of Trustees**

**59 Main Street**

**Allenstown, NH 03275**

**May 16, 2023**

The May 16th meeting of the Allenstown Public Library Board of Trustees was called to order at 5:01 PM by Kathleen and seconded by JoAnne.

**Present:** Kathleen Pelissier, JoAnne Dufort, Joy Randlett, and Amanda Seibel

**Absent:** Jeff Venegas and Betsi Randlett

**Items:**

* Review and discuss acceptance of meeting minutes for 4/18 meeting. April is approved and can be posted. Kathleen moved to accept the minutes and JoAnne accepted.
* Reviewed Director’s report and items from the agenda.
  + Overview of the library functions- Betsi listed in a document what each person is doing. This is helpful so that 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. Would still like to know what does coverage look like? What professional development do they want to seek as well? We have the list of items Betsi prepared but would like estimates for average times, knowing there will be ebbs and flows. Grant writing takes a lot of time, so we want to make sure that is accounted for. This collection of information will be provided to the trustees to make sure we are not putting to much on Betsi’s plate. It could also help us to look at hours as well depending on what we are seeing in the write ups and job descriptions. Want to make sure we as a board have given the expectations and they are clear to set Betsi up for success and to have Betsi provide her feedback as well. This will help with performance evaluations as well. Our job as trustees is to manage the library and Betsi is our advocate. Kathleen also made an attempt to make a job description for each job and would love Betsi’s feedback as well. We need to try as much as possible to keep the meetings on track and not move or cancel. We will discuss this in June as well.
  + Credit Card for Library- Decided to vote to get a credit card for the library to move this forward. Kathleen has sent another follow up to Sherry as well. Kathleen will also follow up with her in person.
  + Downstairs area and lighting updates- 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. Kathleen will follow up with the board to see if there are any updates and cc Betsi on this email.
  + The $3,000 for United way arrived and she will be making purchases for downstairs soon.
  + Will be jointly putting on a workshop with Marek Bennett with the Pembroke Library on July 25th at 5:30 pm in Pembroke.
  + Have been chosen by the Hannaford in Concord for their community bag program in June.
  + Kathleen talked to Highway dept. about storage set and they will get to it this week or next.
  + Rough draft of Summer Reading Flyer for Board to see.
  + In touch with Hooksett Rotary Club and they want to do something to help with summer reading program They will decide how they can help at their next meeting.
  + Vacuum- JoAnne may donate a Shark vacuum to the library and will bring before our meeting.
  + 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. Will follow up with Jeff next meeting.
  + Kathleen reached out Jeff at sewer and he explained we would have had to attend the meeting before the sewer commissions and if they changed for us they may have to change all of the others as well. Jeff looked up at our bill and at our increase, went up but overall, not a huge cost. We will leave as is due to the small amount of cost overall.
  + Kathleen found a sheet of items we wanted to accomplish last year. Good news is we have checked off a lot of those. Would love to revisit this and make a project list for this year.
* The next Library Trustee meeting was scheduled for Tuesday, June 6th, at 5PM at the Allenstown Library.
* The meeting was adjourned at 6:13pm. Motioned by Kathleen and seconded by JoAnne.

Respectfully submitted,

Amanda Seibel