**Allenstown Public Library**

**Meeting of the Board of Trustees**

**59 Main Street**

**Allenstown, NH 03275**

**July 11, 2023**

The July 11th meeting of the Allenstown Public Library Board of Trustees was called to order at 5:03 PM by Jeff and seconded by Mandy.

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

**Absent:** Betsi Randlett

**Items:**

* Review and discuss acceptance of meeting minutes for 6/6 meeting. June is approved and can be posted. Kathleen moved to accept the minutes and JoAnne accepted.
* Reviewed Director’s report and items from the agenda.
  + a. Overview of the library functions- Would 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. Kathleen also made an attempt to make a job description for each job and would love Betsi’s feedback as well. We are missing time estimates for this item (Library Directors Weekly Time Break Down sheet) and professional development interest.
    - Documents that Kathleen has set via email- review and discuss.
      * Jeff found prior handbook policies. Will bring to Town Hall so Kathleen can scan and share with the group. Goal is to merge/blend Kathleen’s documents and old handbook. Edits/suggestions on this incorporation should be sent to Jeff by **August 1st.** He will then combine/make edits and we will finalize during **August 15th** meeting.
    - 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.
    - Library Directors Weekly Time Break Down sheet needed
  + b. Credit Card for Library- Decided to vote to get a credit card for the library to move this forward. Sherry talked to TD bank and has gotten that ball rolling, hope to know more next meeting as she is currently working through an audit. This will give an itemized list on the bill and plan would be to pay off every month. Town would be responsible for paying that bill monthly. Would want to see the Trustee of Trust fund’s procedure in place and make sure it fits what we want to do. Would be a much more efficient way to operate if we went this route.
  + c. 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. Jeff needs to follow up on this as the vendor has been busy.
  + d. One of six NH libraries to win a CLIF Rural Library Grant- $2,000 worth of brand new books for local library, $500 worth of brand new books for the local elementary school’s library, two story telling presentations for elementary school students with an option for K-6 students, two story telling presentations for local childcare/preschool/story programs with the opportunity for all children ages 0-5 to select two books of their choice at both events, $250 grant to support a family engagement
  + e. 43 kids have signed up for summer reading so far.
  + f. 93 people have attended the first two summer events and over 50 crafts have been taken.
  + g. Scheduled a plumber to come look at the toilet.
  + h. A local charter will be having a meeting for perspective parents at the library.
  + i. A large number of students who visited the library made thank you cards. Can we scan some and post them on the website?
  + j. 48 new patrons, 586 patron visits, 513 checkouts, 189 online checkouts
  + k. $4,010 is the final total for summer reading donations
* The next Library Trustee meeting was scheduled for Tuesday, August 15th, at 5PM at the Allenstown Library.

Respectfully submitted,

Amanda Seibel