**Allenstown Public Library**

**Meeting of the Board of Trustees**

**59 Main Street**

**Allenstown, NH 03275**

**June 6, 2023**

The June 6th 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, Jeff Venegas and Betsi Randlett

**Absent:**

**Items:**

* Review and discuss acceptance of meeting minutes for 5/16 meeting. May 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- 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 and professional development interest.
  + 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 Trustfund’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.
  + Downstairs area and lighting updates- Mike finished the grounding work even though we haven’t received the check from our capital reserve yet. All of the furniture for the basement has been ordered. Going to request the check tomorrow and then the bank needs to mail it, and then should get to him. Jeff is going to try to help paint the basement as well.
  + Vacuum-. JoAnne donated and Library is happy with it and it is working well!
  + 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.
  + Cleared the summer use of the town hall’s lawn with the town manager.
  + Online checkouts have picked up and an increase in visits YOY for May.
  + $3,720 worth of Summer reading donations.
  + Made $15.00 from the Shaw’s bags.
  + 140 children visited the library between today and yesterday from AES and will have the rest of the kids from the school on Thursday.
  + Sent digital summer reading flyers to parents at AES, planning is going well, and kids seem excited.
  + Library Mission: To inspire, and support lifelong learning by proving access to high quality and programs for the community of Allenstown, NH. Can we move mission to the top of the page and front and center as well. Some of the policies have not been updated since 2015. Can Betsi email Jeff the policies for printing?
  + Would like to highlight what we are doing for the aquarium tickets. Pick a date, plan ahead and get 50% off of up to 4 tickets. Can Betsi send email out principal at AES to promote and Kathleen also promote at town hall. Kathleen will hang up if Betsi sends her a sign.
* The next Library Trustee meeting was scheduled for Tuesday, July 11, at 5PM at the Allenstown Library.
* A motion was made by Jeff to go into non-public RSA to go over Kathleen’s prepared documents. Jeff made a motion to adjourn the public session at 5:32pm and seconded by JoAnne.

Respectfully submitted,

Amanda Seibel