

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

November 14, 2023

The November 14th meeting of the Allenstown Public Library Board of Trustees was called to order at 5:02 PM by Jeffrey and seconded by Mandy.

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

Absent: Betsi Randlett

Public attendees: Sandy McKenney- departed at 5:23 PM.

Items:

- Review and discuss acceptance of meeting minutes for October meeting. October is approved and can be posted. Kathleen moved to accept the minutes and Jeff seconded.
- Sandy wanted to share we are doing such a great job and wanted to make sure we got the feedback as that is important. Suggested an open house as well and reaching out to other committees to see if there is anyone interested in a space to share ideas etc. Toured downstairs as well with Jeff.
- Reviewed Director's report
 - The ARD student's art is now on display in the children's area, please take a look. They're dragon eyes.
 - Crafts have been more popular this fall compared to previous years.
 - The CLIF books can go on the shelves next week. Betsi thinks she might do a scavenger hunt involving them for kids that they can win small prizes for.
 - Betsi has asked the Pioneers for more socks to give away at the library, they have been very popular the last few years.
- Roles, rights and responsibilities of all Trustees- Public comment last meeting led to a question- Does the chairman position have more decision-making authority than other members? Decision- making is required by a vote. No one has more authority than other members. Chairman cannot override a vote. Next meeting- go over each duty and responsibilities for each post and sign them.
- Public participation in Trustee meetings- Protocol- open to the public. There is an item on the agenda for public comments. Public can come in and speak during their time on the agenda and we can choose to reply or thank them for coming and we will take note and discuss. Their comments are noted in minutes.
- Library policies update- Kathleen visited the Library Trustee Association. Head of the trustees- Constance Kirwyn was there so Kathleen was able to talk to her. A lot of libraries choose to adopt the town policies. There is no issue with having mention of the town of Allenstown in the policies. What some libraries do is change to say library policy. When it is a small library, it is even more important to have these policies. Kathleen wants to vote to adopt the policies as is. Has been a year of pushing it out meeting over meeting and would like to move ahead with the policies and make any amendments as needed instead of tweaking to library policy over town of Allenstown. Suggestion was made to move to accept the Allenstown library personnel policies Kathleen created with the amendment to remove references to the town of Allenstown. Kathleen moved to vote with the amendment and Mandy seconded. Jeff, Mandy and Kathleen voted aye.
- Audits with Budgets- Kathleen has looked at the books before, Jeff would like Kathleen to sit down with Betsi to look them over.
- During our yearly AC inspection Leblanc said that one unit will likely need to be replaced soon. Has asked for a quote and have not received it as of yet. Since both units are the same age, wondering if we

should replace both? Betsi will get quotes to see what this looks like and we can decide on an action plan. Tabled until next meeting so Betsi is here to report back.

- We are missing time estimates for this item (Library Directors Weekly Time Break Down sheet) and need to sign printed personnel policies. Kathleen will resend and cc Jeff so that we can get this for next meeting.
 - Also decided should Jeff not be at a meeting; Kathleen will step in as chairman.
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- The next Library Trustee meeting was scheduled for Tuesday, December 12 at 5PM at the Allenstown Library. Motion to adjourn was made at 6:28 PM by Mandy and seconded by Jeff.

Respectfully submitted,
Amanda Seibel