

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

October 17, 2023

The October 17th meeting of the Allenstown Public Library Board of Trustees was called to order at 5:05 PM by Kathleen and seconded by Mandy.

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

Absent:

Public attendees: Pauline Boutin, David Boutin- departed at 5:55 PM

Items:

- Review and discuss acceptance of meeting minutes for August meeting. August is approved and can be posted. Jeff moved to accept the minutes and Kathleen accepted.
- Reviewed Director's report and items from the agenda
 - Betsi has made a preliminary budget with an increase of 5%.
 - Set a date with the elementary school for the first CLIF storytelling presentation. It will be November 16th from 1-2pm at AES with children's author Marty Kelley presenting and Betsi will bring some of the books we have received.
 - The life skills class from ARD is now visiting the library every other Monday during school. Has resulted in 5 new library patrons.
 - The Art teacher from Allenstown schools is going to display some of the kid's artwork in the library, which should hopefully lead to parents stopping in to view it, She is also planning on having her class visit at least once.
 - Betsi applied and was accepted to the Microsoft's nonprofit group and was accepted. We are now getting free Microsoft 365 business premium and access to free classes that so far seem to be worth \$350 a year.
 - 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.
 - Have been giving out leftover backpacks that contain a few new school supplies and snacks. As of now 22 have been taken and 8 are left. Promotion of this is on the sign and on Facebook in the town page.
- We are missing time estimates for this item (Library Directors Weekly Time Break Down sheet) and need to sign printed personnel policies.
 - Pauline had some concerns with policies as written. Shared we can take exact policies from the town but not refer to the town in the policies.
 - Kathleen says we can voluntarily make the decision to use town policies or referencing to the town- can take out all the town pieces out and change verbiage- seems like semantics.
 - Trustees can vote at any time to make a change to policies.
 - Pauline shared that is fine as long as we don't add "Town of Allenstown policy" and doesn't give any governing authority to the town in the policies- refers to this 6 times in the new policies – can just remove this line?
 - Should have a library lawyer review the policies before voted on and signed to clear up the ambiguity here- all agreed to this.
 - Board has the right to also choose which actions we want to take.

- Betsi needs the time break down sheet and Kathleen will email them to Betsi.
- Outside sign updates- table until further notice and Jeff will update us if he hears anymore and Betsi will bring back up in April

- The next Library Trustee meeting was scheduled for Tuesday, November 14 at 5PM at the Allenstown Library. Motion to adjourn was made at 6:28 PM by Kathleen and seconded by Jeff.

Respectfully submitted,
Amanda Seibel