

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

December 12, 2023

The December 12th meeting of the Allenstown Public Library Board of Trustees was called to order at 5:09 PM by Jeff and seconded by Mandy.

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

Absent: JoAnne Dufort

Public attendees:

Items:

- Agenda minutes from November 14th meeting were reviewed and ready to be posted. Jeff moved to accept the minutes and Kathleen accepted.
- Review Director's report and items from the agenda.
 - Betsi won a \$300 grant from CLIF that will be used to purchase Squam Lake Science center passes for 2024. Can Betsi let Jeff know the details on this so we can promote?
 - The Trustees of the Trust sent a letter to let us know about changes to accessing our Capital Reserve fund. Mostly it seems like it may take longer to access money.
 - New 6th grade ARD student's art is now on display in the children's area. Eighth grade art will be added Thursday.
 - Betsi is applying for the same grant that paid for the new lights to pay for the new A/C. It is not guaranteed but worth a try. Haven't heard back from the A/C company to get a quote so looking into alternative options suggested by Mike Vachon.
 - We've given the Meet Me in Suncook Committee library brochures that will go into the new resident packets.
 - Betsi is going to create a library wish list on Amazon so patrons can buy things for us if they want to.
 - Patron Visits- 102. Checkouts- 343. Online checkouts-222. New patrons-3. Spice kits taken-15. Crafts taken- 35. Facebook- 1,1000 people reached, 77 post engagements.
- Betsi submitted the Library Directors Weekly Time Break Down sheet so we can use for any future suggestions and ideas. Mandy will scan and attach to minutes email, so we have it in electronic form as well.
- Kathleen will ask Chad if highway can come pick up patio set.
- Review roles and responsibilities of trustees. They are on the website. We will update bylaws and sign next meeting, put in binder and repost.
- Jeff will go to Town Hall to find out everyone's terms.
- We will set up a time for Betsi to show us the library operations in Spring.
- Betsi will sign us back up for NH library trustees association.
- Trustees should browse the online training videos to see what videos are applicable to us and what topics we could watch and discuss. We will document hours and trainings we have done and add it to our binder. We can also check the schedule for seminar/classes/workshops to see if we can get the day off to attend.
- Audits with Budgets- Kathleen sat down today to look over the books at the library. We will work on doing this in advance, especially ahead of budget season. We will start discussing the budget in August to lay the groundwork and then Kathleen and Betsi can meet in September to dive in further. We have

not received the audit back yet, but when we do Kathleen and Betsi will review. We could potentially two meetings during this timeframe and skip one in the early summer.

- Betsi printed out copies of the updated policies for each Library Trustee and Library employee for our December meeting. Signed by trustees. We will have a library trustee binder created to hold all pertinent information to roles, minutes and policies. For updated policies, Betsi will post on library page as well under policies. Betsi will check the document and if its Word she will add the footer on when the policies was approved. If it is a PDF, Betsi will let Kathleen know so she can edit. In Spring, (April meeting) we will look at policies a chunk at a time to make sure everything is updated and matches the times.
- Reviewed the Library holiday schedule for 2024. Betsi put together a proposed schedule for trustees so that it can be voted on and posted before the new year. Approved holiday hours schedule for 2024 so Betsi can post after Christmas.
- The next Library Trustee meeting was scheduled for Tuesday, January 16th at 5PM at the Allenstown Library. Motion to adjourn was made at 6:22 PM by Jeff and seconded by Kathleen.

Respectfully submitted,
Amanda Seibel