

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

**January 23, 2024**

The January 23rd meeting of the Allenstown Public Library Board of Trustees was called to order at 5:01 PM by Jeff and seconded by Mandy.

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

**Absent:** Betsi Randlett

**Public attendees:**

**Items:**

- Agenda minutes from December 12<sup>th</sup> meeting were reviewed and ready to be posted. Jeff moved to accept the minutes and Kathleen accepted. Mandy will move minutes to number 3 on agenda moving forward.
- Review Director's report and items from the agenda.
  - Won 200 solar eclipse glasses from the Space Science Institute that can be given out for the eclipse in April.
  - Gave away more spice kits in December than ever.
  - Had 7 percent more patrons this year than last year. We had 9 percent more checkouts.
  - The NH trustee memberships run from June to July of the next year and are \$30 a member. Betsi thought we should sign one person up now and everyone in June. We will do two for now and two in June. Kathleen and Mandy first and then revisit in June rest of team.
  - Betsi attached yearly statistics for everyone to view and a comparison of the last two years to a pre-covid year. We are not completely back getting closer.
  - Patron Visits- 191. Checkouts- 446. Online checkouts-234. New patrons-5. Spice kits taken-25. Crafts taken- 35. Facebook- 720 people reached, 62 post engagements.
- Patio set picked up by highway department? All set.
- Review roles and responsibilities of trustees. They are on the website. We will update bylaws and sign January meeting, put in binder and repost. Table until February meeting.
- Jeff will go to Town Hall to find out everyone's terms. Update on this? Jeff is up and needs to run again. Deadline 2/2. Town hall is open tomorrow for sign ups from 11-430 and then would have to email Derik to sign up.
- 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. Have not done this yet, so will share as we come across thing.
- Following up on this idea: Book dedication to babies born in the year follow up- Copying Hill's baby program would be about \$700- closer to \$1,000. Looking into new ways to celebrate new births. If we are already buying children's books, can we just use those to dedicate with a dedication in those books? Keep in library and then when we may want to rotate books, we can offer the book to that family. Bookcase with dedicated books for the years to the baby. Postcard that we could mail to parents. Get town report every winter and do ceremony Feb. vacation week?
  - Small bookcase for dedicated baby books every year
  - Talked about revisiting this for 2024- let's make sure to chat about it in February meeting.
- Need to review some policies that are listed on website- tackle a few at a time to see if they need to be updated.

- o Cash collection, what is computer fund?
  - o Donation policy who does it go to?
  - o Do we still use the CREW method on replacing inventory.
- When library closes early or staff out/WFH- send a quick email to all trustees so we are in the loop after making a plan with one of the trustees. Can Gwen fill in when Betsi is not able to come to trustee meeting? Could Gwen sit in with Betsi in an upcoming meeting to see the flow of the meetings
- 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? Betsi will follow up with Jeff on this.

The next Library Trustee meeting was scheduled for Thursday February 22 at 5PM at the Allenstown Library. Motion to adjourn was made at 5:59 PM by Jeff and seconded by Kathleen.

Respectfully submitted,  
Amanda Seibel