

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

**January 15, 2026**

The January 15<sup>th</sup> meeting of the Allenstown Public Library Board of Trustees was called to order at 5:18 PM by Kathleen and seconded by Mandy.

**Present:** Amanda Seibel, Kathleen Pelissier, JoAnne Dufort, and Beverly Pietlicki

**Absent:**

**Public attendees:**

**Items:**

- First order of business is to select the chairman of the Library Trustees. Nominated Kathleen as chairman and she accepted.
- Agenda minutes from November meeting were reviewed and ready to be posted. Kathleen moved to accept the minutes, and JoAnne seconded.
  
- Review Director's report and items from the agenda.

Statistical overview:

Dec1- Dec 30, 2025

- Patron visits: 81
- Checkouts: 243
- Online Checkouts: 107 (Hoopla) Missing Libby metrics as of now.
- New Patrons: 6
- Total patrons: 2,086
- Social Media: \_\_\_\_\_ could not sign on to get these numbers but will have moving forward.

Building:

- Beverly has been working on creating more space for the staff and the community. Several items in the basement have been removed including the two torn beanbags, the defunct vacuum and an old printer. Does the library policy include procedures or guidelines for disposal of materials, equipment and donations? Beverly would request we expand the donation policy and there are suggestions and templates for this. Beverly can draft a policy that she thinks may work best for the library and bring to the next meeting. Some other libraries do a post of things that they may be looking for and see if anyone wants to donate anything which can help with the supply line. Any policies that Beverly thinks need to be added or revised, just bring to us so we can look over them at a meeting.
- Does the library have a policy for record keeping? Trying to make space in the library, and lots of things in random places. Some files by desk and in the back room. Town of Allenstown have stuck with the RSA. Have to scan files and they are in PDF/A. Can propose a policy for this and bring to trustees.
- What library projects can we do in 2026? Bathroom painting and refreshing? Can reach out to the highway department. No charge aside from paint. Let Chad know what we are looking for. Beverly will show him the paint downstairs to see if that would work.
- Organizing and boxing Holiday decorations and crafts to put in storage? Friends group can help with this.

- Possible shed donation from Friends. Town wants a shed of AES property. Friends group talked about lack of storage space in library. Chad suggested the shed on AES. Chad is going to check with John on this. Then if that works out, we can have storage here but would not want mice or critters to get in there. Highway department may be helpful to seal that.

#### Materials:

- Do we know we donated the Craft supplies- would like to send out a Thank you note. I have ordered book and supplies for January. Gwen may know who it is and can fill in when she recalls.

#### Programs and Events:

- Thursday, January 22, 2:00 pm Adult Book Club- The Frozen River by Ariel Lawhon
- Thursday, January 29, 11:00 am Preschool Story hour- Penguins
- Thursday February 12, 11:00 am Preschool Story hour, Kittens and Mittens
- Thursday Feb12, 4:30-6:00 pm – YA Dungeons and Dragons games program
- February 2- 14th Blind Date with a Book/ Friends Candy sales
- Saturday, February 14th, 10-1 pm Valentine’s card making and crafts, candy sales
- Thursday February 19, 5:15 pm Trustee Meeting
- Thursday, February 26, Adult Book Club, 2:00 pm Heart the Lover by Lily King
- Thursday, February 26th, Friends Meeting
- Thursday March 5, 11:00 am Preschool Story time
- Thursday March 19, 11:00 am Preschool Story time
- Saturday April 5, 1:30-12:30, Friends Sponsored Easter Egg Roll
- Saturday April 11, 11:00 am Baby Sign Language story time Guest presenter- Karen Martin Brown, no fee

#### Technology:

- Website: Beverly has been updating and examining the Library Webpage. The old calendar widget had expired, and a new one has been installed. She recommends looking into a newer version of WordPress- So far, she has not been able to locate an invoice for WordPress.

#### Upgrade:

- 12/30 Steve Jussif of ADEL-X Computers conducted a Technology inventory and consultation. Later he delivered a proposal which I acted on to ensure privacy and security for library computers and data. We have a new router which provides two separate networks, APL Staff and Public. Cost: \$150.00. On Saturday January 3 Gwen was having trouble with her desktop and organizing her bookmarks- Steve was able to troubleshoot those issues over the phone with her but it took some time and we were billed for one hour. Beverly has two invoices for a total of \$285.00 for Steve.
- 1/13 Steve installed the new router and set up the networks. He also installed two new Public Access Computers with Windows 11 Pro. These are faster than the ones we had and since he built them, they were \$150.00 each. He also installed imaging software. He took the two laptops and will install Windows 11 and imaging software on those as well. The total for this work will be roughly \$1,600 with another annual fee of \$400.00 for the software.
- After this work is completed, Steve and Beverly have discussed Technology plan for 2026-27 which she can present to trustees at the next meeting.
- We had an open network here, but that was an issue. Should not have open network. Public and library staff network. Two computers are on the public network. Betsi had received a grant for laptops, and they came in and were not set up. Beverly is working on that now.

#### Budget:

- Closing of 2025 budget- procedures- Does Beverly want to keep the finances or move the finances to the town? Cannot have a credit card if we don’t use the town to manage finances. Beverly can go to TD Bank to see if there are any options. Have tried a few times and banks would not let us. Can get one in

someone's name and not the library. Kathleen can schedule a time to go to the bank with Beverly to see what the options are.

- Minor tweaks recommended – Had sample proposed budget. The 2026 budget has been presented but can move between lines. The way Beverly has broken out the budget will be helpful for the 2027 budget. As soon as budget is passed Beverly can ask for the check. Veronica can get salary lines so Beverly can balance the budget.
- Can use the repair and maintenance line for computer costs since we have a capital reserve budget.

#### Miscellaneous:

- 2025 Annual Statistics and report due date- Kathleen did that for 2025 as it was due right before Beverly was hired. Kathleen will send it to Beverly so that she has it. Next year will be back on Beverly.

#### Old business

- Friends of the library has been established! Doing a lot of great work and have a lot of events and great ideas to assist the library. Very pleased with the group. They are very excited. Beverly would like a list of those in Friends group to create a contact sheet. Kathleen also has contract sheet for the town that she will update.
- Sign- is now the right time with the outcry when fire and police got theirs with the budget cuts? Quotes received. Maybe we can lock in prices even if we pause and see if we can install in April instead. Jeff stated in the Fall that the new Library sign is still on hold until after the next budget is known for FY 2026. Do not think she locked in the price. Kathleen can touch base with Craig and Jodi Moore to see if there are any updates.
- Kathleen suggested that the Trustees should discuss any possible future changes to town buildings since the Town now owns AES. There may be options available to the library in the future. Any updates here?
- Can we still post new books in a social media post, and can we still ask for suggestions from the public for new books when we do as well? We did this once but would love to see us do it each month.
- Goals ideas (carried over but we can get quotes on):
  - Bricks/pavers
  - Bathroom painting (see above)
  - Volunteer opportunities

#### New business

The next Library Trustee meeting was scheduled for Thursday, February 19<sup>th</sup> at 5:15 PM at the Allenstown Library. Motion to adjourn was made at 6:50 PM by Mandy and seconded by JoAnne.

Respectfully submitted,  
Amanda Seibel