

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

February 19, 2026

The February 19th, meeting of the Allenstown Public Library Board of Trustees was called to order at 5:16 PM by Kathleen and seconded by Amanda.

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

Absent:

Public attendees:

Items:

- Agenda minutes from January meeting were reviewed. Beverly wanted to remove the personnel issues from the minutes. Have to post within 5 days of the meeting in draft form but this does not have to be included. Amanda will remove the two previous sections and send the minutes to Gwen. Kathleen moved to accept the minutes with these edits, and JoAnne seconded.

- Review Director's report and items from the agenda.

Statistical overview: Jan1-Jan 31, 2025

Patron visits: 99

Adult: 71 Child: 28

Building Usage:

Programs- PSH- 6 BKC- 3 Meetings-Friends-8

Checkouts:

Atrium: 274

Online Checkouts: 118 (Hoopla)

ILL:

Overdrive:

New Patrons: 6

Total patrons: 2,086

Social media: 12 new followers

Budget:

Kathleen has been added as a signer on the Trustees accounts. We now have two signers. Letter has been signed for a debit card issued in Beverly's name.

Funds returned to town from the 2025 budget will be 744.26 (info provided by John Harrington.) Let's not write a check until we go through bank statements. Kathleen will talk to John to see how it was calculated. She doesn't think we owe anything back but will investigate.

Looking ahead- the library should spend around 1,865 per month on average. Currently the library has allocated approximately 309.00 per month for books. Julie from Jaffrey sent out a grant opportunity from the Pilcrow Foundation's Children's Book Project for which Beverly applied for on Monday. With the budget being underfunded, grants will need to be applied for. Due to big bills in February, Beverly will need to curb spending around \$97 per month to meet our goal of staying within the budget range for 2026-27. Once a year we need to have the fire alarms tested. Keeping it as is in the budget. Spoken prior to Beverly coming to letting the town do budgeting as opposed to Beverly. How is Beverly feeling about that now? Not a big deal to get bills ready for signatures. Advantage is Beverly knows it has been paid and has been entered right away. Keep in-house for the first year to see how things go. When it comes time to

look at the 2027 in August or September, we look at what bills we may want the town want to take (electric, utility etc).

Building:

To do: Call Highway department to arrange bathroom painting; Visit Elementary School (John can coordinate) for space evaluation and potential storage for Friends book and DVD sales, status of donated shed from Highway (in the spring), Technology disposals, weeding in the Reading room, Dehumidifiers (working?)

Materials: - DVDS – weeding, and replacing discs for more space? Highway won't take paint cans, so we have to look into that. Some things may be able to go in town wide yard sale. Can coordinate with Friends program.

DVD's were not in case since they were being stolen. One section at a time to see how it goes and keep an eye on it. If people aren't taking the DVD's out, do we replace the DVD's with books. Going to weed some out but be careful with ordering as well. We can see if anyone has any donations as well of DVD's.

New Book posts on FB

Professional development, Reference and NH Collection space and classification have been created.

Policies:

These are the ones Beverly is recommending we work on in 2026

- Petty Cash policy and procedures
- Technology Disposal Policy
- Gifts and Donations
- Records Retention

Programs and Events:

January

Thursday January 8th – Friends (8 Members)

Thursday, January 22, 2:00 pm Adult Book Club- The Frozen River by Ariel Lawhon (3 adults plus me)

Thursday, January 29, 11:00 am Preschool Story hour- Penguins (Two Moms and 6 children)

February

Thursday February 5th – Tutoring sessions 2

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

Thursday, February 12, Tutoring session 1

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 (Family of four, all patrons enjoyed the candy. . .)

Thursday February 19, 5:15 pm Trustee Meeting

Thursday, February 26, Adult Book Club, 2:00 pm

Thursday, February 26th- 5 pm Friends Meeting

Have contacted Suncook Times regarding monthly article submissions for publicity

Technology:

Website: Beverly has started updating and examining the Library Webpage. The old calendar widget had expired, and a new one has been installed. Functionality of Website is clunky- needs to be backed up and then upgraded with newer security features. New Menu Headings may help better navigation. (See sample)

Upgrades:

The public network is working fine and the WiFi signal seems to be okay downstairs. We no longer have printing from personal devices- Patrons will need to login to the library network on our computers to print, or they can e-mail staff with their print requests. Beverly has noticed an uptick in computer usage, but she does not have a lot to compare with. Steve and Beverly are re discussing Technology plan for 2026-27.

Miscellaneous:

Strategic Planning- worksheet- add to agenda for next meeting on March 26th

Set up sewing machines? In the Non-Fiction room. . . . Library of Things. . . Panda drum donation-

Old business

- Library Tech or Student Assistant job updates
- Record keeping policy and a policy that includes procedures or guidelines for disposal of materials, equipment and donations proposal if ready- See above- vote on Technology Disposal Policy- Kathleen made a motion to approve the Technology Disposal Policy, Joanne seconded and will make the edits so it fits Allenstown. Will attach to email next meeting, and if we need to make any additional documents we can.
- Bathroom painting with Highway Dept. Any updates? See above
- Talk with TD bank and Credit Card updates- See above
- 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. Kathleen will touch base with Craig and Jodi Moore to see if there are any updates. Kathleen has not seen them so we will keep this on the list.
- 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? Beverly is going to reach out John to do a tour.
- 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. Did not do this month but we will try it and make sure we read the comments.
- Goals ideas (carried over but we can get quotes on):
 - Bricks/pavers
 - Bathroom painting
 - Volunteer opportunities

New business

Kathleen made a motion to go into a non-public at 6:18 and JoAnne seconded this. Reason is RSA 91-A:3IIb

Kathleen made a motion to end nonpublic session at 6:24 and seconded by JoAnne.

Kathleen made a motion to offer the library tech position to Basma at 13 dollars an hour for 7 hours a week. JoAnne seconded and we are all in favor.

Library Trustee Membership. We paid our membership dues last year? Beverly would like us to rejoin if it is expired. All are ok with this. Have a conference coming up we could attend as well.

The next Library Trustee meeting was scheduled for Thursday, March 26 at 5:15 PM at the Allenstown Library. Motion to adjourn was made at 6:26 PM by Kathleen and seconded by JoAnne.

Respectfully submitted,
Amanda Seibel