

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

July 23, 2026

The July 23rd, meeting of the Allenstown Public Library Board of Trustees was called to order at 5:05 PM by Kathleen and seconded by Jeff

Present: Kathleen Pelissier, Jeff Lyons and Beverly Pietlicki

Absent: JoAnne Dufort, Amanda Seibel

Public attendees:

Items:

- Agenda minutes from June meeting were postponed to allow absent board members to approve them.
- Review Director's report and items from the agenda. Library Director's report submitted and reviewed (Report attached). Beverly provided verbal description of the contents. Related discussion detailed in New Business below.

Building Usage/Programs: Patron visits: 258(183 adults/75 Children) Programs: SRP: Donuts 2/2 ; Julie 14/6; July 2: 10/5 Book Group: 4 Tutoring: 10/10 Trustees 5 Friends 7	Checkouts: Overall monthly total: 820 Atrium: 479 Hoopla: 123 ILL: 23/63 + 86 Overdrive: eBooks 92 /Audiobooks 140 YTD: eBooks 498 /Audiobooks 586 Total patrons: 2,136 Social media: Facebook 946 Instagram 36
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Gift Spending: UNH Cooperative Extension gift has been spent. A separate spreadsheet with spending is being created.

Dues: NHLTA called and they are making Beverly a "bundler" so she can make changes to the membership online. Jeff and Beverly are scheduled to attend the Trustee Orientation on August 14th at the Hooksett Library.

Building: Thank you to the grounds keepers for mowing the lawn. Beverly is wondering if the Trustees would like to schedule a "Walkaround the Library" in August before the 2027 budget is due so they can make notes of what the building may need and those costs. More re: building under Miscellaneous.

Materials: The Friends of the Library have sponsored and in-kind donation to complete the application for a Pilcrow grant and Beverly has completed the selections. We should have some really nice new children's book sections (approximately 38 new titles!) sometime in September or October.

Beverly is in the process of copying Concord Library's idea to create two "Memory Kits" that can

be checked out to help community members deal with memory loss and early onset Alzheimer's. These kits will be added to our "Library of Things." The kits will include DVD's memory games and nostalgia that will help seniors recall their favorite pastimes. Current items in Library of Things: Adventure Backpacks, Telescope, Games and Puzzles, Gardening kits, Wheelbarrow/rakes, Memory Kits- Wish list: Radon Testing kit, Sewing machine

2026 Policies- revised and updated:

Petty Cash policy and procedures

Technology disposal Policy

Dress Code Policy

Review of Personnel Policy

Beverly has updated the Library Card and Circulation Policy for review. She is still working on creating a Meeting Room Policy.

Programs and Events:

Summer Reading is going well. Our overall numbers are up, and we have approximately 37 people signed up.

Beverly is meeting with Deborah Nowicki to discuss programs for the fall. She has said she may consider doing one of her psychic parties. We will collaborate with the Fire Department for a program in October during National Fire Safety Week.

Marketing: Claudette Verville continues to include us in the Talk of the Town in the Concord Monitor. One of the Friends said she would connect Beverly to the person who does the town emails. Beverly has emailed him but not heard back. Beverly would welcome help distributing fliers. She can print them and Friends and Trustees can pick them up. She is posting at Sully's and the Police Department, Facebook and Instagram.

Technology: NH RSA 202 A:11 dictates that the money collected from Income Generating Equipment (the printer) be collected and deposited into the non-lapsing account. It infers that the money collected will be reallocated to support the continuation of that source.

Website update- The new theme for the website has been installed. With some technical assistance Beverly has been working to make sure everything is working properly. Beverly would like to let the Trustees view the website at our meeting and then bring it back on the internet after any comments or suggestions.

Miscellaneous:

Strategic Planning- worksheet Peter DeSantis has given Beverly his contact information so they can set a time for him to give the Trustees a "tour" of the Old Elementary School space that is being offered to the Trustees. Beverly has contacted a representative from Tucker's in Henniker (<https://tuckerlibraryinteriors.com/>) to see if they can also be present (free of charge) in case the board would like to use them for consultation purposes or to ask any questions they may have.

Old business

- a. Kathleen suggested scheduling a town hall tour on a Thursday in August or September before a monthly Board of Trustees meeting.
- b. Personnel policy updated but the board delayed signing it until the full Board of Trustees is present to sign it. However, Beverly has already made her staff aware of the policy.
- c. Jeff was not sworn in as a full Trustee at this time until other board members can vote on it.

- d. Since Mike has resigned as a Trustee, it is no longer necessary to put his name on the Trustees bank account. However, a time will be scheduled to add Jeff to the bank account. No new information on whether we can get a debit card for the non-lapsing account.
- e. Goals ideas (carried over but we can get quotes on):
 - i. Bricks/pavers
 - ii. Bathroom painting
 - iii. Volunteer opportunities

New business

- a. Annual Report: Beverly inquired about writing the library report for the town's annual report. Kathleen said the town normally requests the report by the end of December although it won't be published until closer to the March town meeting. Beverly raised a concern about whether the public would have a chance to read it or learn more about the budget proposal before town meeting. Jeff suggested that the Trustees attend the deliberative session to answer questions that might arise. Kathleen cautioned that any library budget is approved by the voters and in recent years they have voted down the budget. She said the Selectboard is telling all departments to submit level funded budgets.
- b. Warrant article: Kathleen suggested that one option would be for the Board of Trustees to write their own warrant article to request additional money, perhaps around \$10,000, and present it to the voters on town meeting day. Kathleen said it would have to be defensible and detailed. This warrant article would be in addition to the operating budget recommended by the Budget Committee and the Selectboard.
- c. Current budget: Beverly indicated that things will be tight financially until March. Roughly \$1,300 per month available. New income will be slow to come in. Liberty Utilities billed us twice in June and the cost increased by \$80. Supply costs are higher. The new printer is working fine but our Staples ink credit is now at zero. We charge 25 cents for black and white prints and 50 cents for colored prints, which helps offset costs. Even with retail discounts, new books are more expensive to purchase.
- d. Non-Resident Library Cards: Beverly informed the board that the Concord public library has cancelled its HOOPLA account, which allows users to download e-books and audio books. Consequently, we have had some Concord residents inquire about obtaining library cards in Allenstown since we still have HOOPLA. Generally, it costs \$2.00-\$2.50 per download to use HOOPLA. Beverly suggested that we create a non-residents add-on fee to cover those costs. Kathleen wondered if we could raise our current non-resident library card fee. But continue to allow Allenstown residents to download HOOPLA content for no cost.
- e. Trustees Treasurer: With Mike's resignation, Kathleen asked Jeff if he would be the new board treasurer. Jeff inquired about what the job entails because he has limited accounting skills. Beverly said it mostly involves making quarterly bank deposits. Jeff said, if the board wants him to become treasurer, he will agree.
- f. Website: The new Allenstown Public Library website is live. This is our own managed site, not the one attached to the town's official website. Jeff indicated that the town's website does not show a link to our new website. Kathleen said that should be an easy fix. Our new website address is www.allenstownlibrary.org.

The next Library Trustee meeting was scheduled for Thursday, August 27 at 5:00 PM at the Allenstown Library. Motion to adjourn was made at 6:21 PM by Kathleen and seconded by Jeff.

Respectfully submitted,
Amanda Seibel