

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

August 27, 2026

The August 27, meeting of the Allenstown Public Library Board of Trustees was called to order at 5:03 PM by Kathleen and seconded by Jeff

Present: Kathleen Pelissier, Jeff Lyons and Beverly Pietlicki

Absent: JoAnne Dufort, Amanda Seibel

Public attendees: Cassidy Spencer

Items:

- K. Pelissier moved to approve the minutes for the Trustees meetings of 6/25/26 and 7/23/26. Seconded by J. Lyons. Adopted 2-0.
- Review Director's report and items from the agenda. Library Director's report submitted and reviewed. Beverly provided verbal description of the contents. Related discussion detailed in New Business below.

Statistics July 2026

Building Usage/Programs: Patron visits: 268(188 adults/80 Children) Programs: Julie 14/6 July 2, 10/5, Fossils 10/6 Brian YA 3/5 Creative 11/5 D&D 3/1 Plant a seed 5/4 Penumbra 4 Audubon 10/7 Total Adults 43 Children 60 YA 6 109 Book Group: 4 Tutoring: 10/10. Trustees 3	Checkouts: Overall monthly total: 868 Atrium: 499 Hoopla: 127 ILL: 18/56 Overdrive: eBooks=94 /Audiobooks=168 Total library accounts: 2,142 Social media: Facebook 951 Instagram 43
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Dues:

Beth is interested in Attending the Fall Children's conference on October 29th in Plymouth. There is enough in our Professional Allocation to cover this cost. Beverly will be rejoining the SILC Cooperative.

Building:

Beverly is curious if the trustees know whether cleaning the carpets has been done in the past, whether that has been budgeted for, and if it has been done, who may have done it? Will we be taking a short walk around the building to take notes on potential repairs, and maintenance that would be put in an MOU with the town for 2027. Five vendors were contacted to clean the library carpets at an estimated cost of \$500. K. Pelissier moved to approve the request. Seconded by J. Lyons. Approved 2-0

Materials:

The Pilcrow Foundation grant books have arrived. We will inventory them and then add them 3-6 books at a time throughout the year until next Spring. Beverly has been in the process of getting items together for three memory kits. They are themed: US Geography, Classic TV Shows, and Brain Puzzles. 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

will be provided for signing Policies to review:

Library Card and Circulation Policy

Meeting Room Policy

Programs and Events:

The Preschool schedule is all set from Sept to December. Looking to coordinate Young Adult and Adult programs for the fall. Ideas are welcome. Have asked the Friends but only Deborah has responded.

Marketing:

Social Media continues to increase in followings. Have connected with the Fire Department for collaboration in the Fall and for 1K Signage. Claudette will continue to advertise as programs are announced. The Videography budget is spent; however, Beverly has been experimenting and posting videos. Proposal to create a questionnaire for patrons to respond to in aid of strategic planning. K. Pelissier recommended getting the survey results by October 2026.

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. Beverly will be meeting with Steve to discuss recommendations for the 2027 budget on Monday August 24th .

Website update- Beverly is still reconstructing various parts of the new site- will do training with Darrell and Beth once it is complete.

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 question you may have. Ryan Ohora from the Pembroke library and Beverly have connected – he gave Beverly lots of great information about our SILC membership as well as feedback on past collaborations the library

Financial report

Director Pietlicki provided a printout of a budget spreadsheet. Significant discussion ensued.

- K. Pelissier questioned whether we were over budget. Director Pietlicki explained that income from grant money and donations are shown and those make the actual budget appear higher than the approved budget.

- K. Pelissier reminded the trustees that the Board of Selectmen want town departments to come in at the default budget. However, the trustees are independent of the Selectboard. The Director explained that we will need a minimum of \$355 more to cover rising water, sewage, and phone costs.
- K. Pelissier encouraged the Director to attend the September 14, 2026, Allenstown Selectboard meeting with a detailed accounting of what every dollar in our budget represents.
- The best bargain we can obtain to purchase new books is 20% off retail from vendors such as Amazon or Barnes & Noble.
- Library software costs are increasing.

Old business

- Potential space tour of old Allenstown Elementary School to be scheduled hopefully in September.
- Signing of personnel policy. K. Pelissier and J. Lyons signed this document.
- Move Alternate J. Lyons to official trustee. K. Pelissier moved to do so, and J. Lyons seconded it. Adopted 2-0.
- J. Lyons on bank account. J. Lyons said he was available anytime. K. Pelissier said she would contact him to set up a day and time to go to TD Bank in Concord.
- Warrant article updates. No new updates.
- Non-resident library card. No new updates
- Goal ideas. No new information as of yet
 - Bricks/pavers
 - Bathroom painting
 - Volunteer opportunities

New business

- New alternate trustee: K. Pelissier moved to appoint Cassidy Spencer of Allenstown as an alternate to the Allenstown Library Board of Trustees. J. Lyons seconded motion. Adopted 2-0. Paperwork will be processed soon.
- J. Lyons updated the board about the NH Library Trustee Association training in Hooksett that he attended with Director Pietlicki in August 2026. He called it an educational experience and learned that everything trustees do is governed by state statutes. There was significant discussion about RSA 91-A, the right to know law and the need to routinely review and establish policies. It was announced that RSA 201-D:11 was amended in 2026 prohibiting the release of library records pertaining to responding to inquiries about what child patrons borrow. This change should be addressed in our policies.

The next Library Trustee meeting was scheduled for Thursday, September 24 at 5:15 PM at the Allenstown Library. K. Pelissier moved to adjourn the meeting at 6:31 PM. Seconded by J. Lyons. Motion to adjourn adopted 2-0.

Respectfully submitted,
Amanda Seibel