

January, 11 2024  
6:30 PM  
Mansfield Library Trustees Meeting

**Members Present:**

Gretchen Whitcomb, Chair  
Nicole Concordia  
Dave Repak  
Heather Hannon, Alternate  
Camilla Lockwood, Alternate  
Elizabeth Crooker, Library Director

**Absent**

Carter Sartell, Treasurer  
Lori Sherburne, Secretary  
Mike Deloria, Alternate

**I. Welcome and Call to Order**

Gretchen called the meeting to order at 6:30 p.m.

**II. Approval of Minutes**

Motion to approve minutes from December 14, 2023 meeting made by Gretchen and seconded by Camilla. Unanimous approval by roll call vote.

**III. Director's Report-Submitted by Elizabeth Crooker**

**December/early January Programming**

**Cookies with the Grinch**

We had a great turnout for this event – about 70 people came through the door between 11 and 1 p.m. The event was featured in the Monadnock Ledger – photos are hanging on the circulation desk. Special thanks to those who provided cookies!

**Monday Matinee**

We had 3 people for the Jan. 8 Monday Matinee. It was held after the first major snowstorm of the season, so that may have kept a few people off the roads. Our next matinee will be on Feb. 12. We will show *An Affair to Remember* and serve Valentine's Day Treats.

**Book Club**

We did not meet in December, but many copies of the book went out. We will meet on January 25 to discuss *The Bandit Queens*.

**Preschool Storytime**

We are still on hiatus but will start up again next week.

**Ugly Sweater Contest**

We had four entries. We had enough prizes so that each child received something.

**Food Drive**

We collected more than 2 bins of food for the Temple Faith Food Pantry. We received a thank you card for the donation.

### **Winter Bingo**

Our 4<sup>th</sup> annual winter bingo game continues. We had 8 entries in our December challenge and continue to hand out cards. Several completed cards have been turned in.

### **Spice Kits**

We have handed out 2 spice kits since putting them out on Monday. We are averaging about 14 kits handed out per month.

### **December Circulation**

We continue to see an upward trend over last year's circulation numbers. We saw a 68% increase in circulation from December 2022.

December 2022: 293

December 2023: 483

(Raw numbers of materials checked out from Mansfield Public Library. Does not include e-book or ILL materials).

Fun Fact: Our top two checkouts for 2023 were storytime to go bags – the Unicorn bag was the top circulator, and the Out of this World (space) bag was the second most checked out item in 2023.

### **Professional Development**

I will be attending the following Zoom meeting:

Adventure Begins at Your Library in New Hampshire

Learn more about the 2024 NH Adventure Challenge & share your ideas and hear others.

Tuesday, 30 January 2024 @ 1PM

I have signed up for Adventure in Your Own Backyard: Exploring Place-Based Learning in Libraries, a free workshop offered by the State Library.

#1 Zoom Monday, 5 February 1 PM 1 Hr

#2 In-Person Wednesday, 20 March 10-11:30 NHSL 1-3 NH Historical Society

# Zoom Follow-up TBD

Target Audience: Librarians and library staff interested in incorporating place-based learning into their programs and services.

Workshop Goals:

Introduce the concept of place-based learning and its benefits.

Explore strategies for incorporating place-based learning into library programs.

Provide practical examples and resources for implementing place-based activities.

Foster collaboration and idea-sharing among librarians.

### **Upcoming Programming/Events**

#### **Stuffy Sleepover**

Kids can drop a stuffed animal off for a sleepover at the library on Jan. 26.

### **Knitting 101**

Our two-week Knitting 101 workshop with Laura Clayton is full. We have started a waiting list.

### **Winter Wiggles**

Special storytime event on Feb. 16 in the town hall. We will set up activity stations for our preschool storytime group to get out their "winter wiggles."

### **Understanding Bob Cats in New Hampshire**

We will be hosting a steward from the NH Fish and Game for a presentation on bob cats in NH. The presentation will take place in the town hall on Tuesday, Feb. 6 at 6 p.m.

#### **IV. Treasurer's Report-Submitted by Carter Sartell**

NHPDIP Balance \$ 21,523.26, interest only changes of +\$99.44  
Citizens Balance \$2,495.99

#### **December Expenses**

- Museum Pass Reimbursement \$30
- Programming Costs \$36.48

#### **December Deposits**

- Deposit \$250 from Temple Drama Club for programming, \$100 from the Filene family for the book drop, \$25 for lost backpack material

#### **Other**

- Book drop fund totals \$1,357
- 2023 Museum Pass Reimbursement totals \$89 - discussed keeping the museum pass for 2024 and watching cost but not setting a limit.

Gretchen motions to increase programming budget for 2024 to \$1060, Cam second. All in favor.

This increase is do to \$60 leftover from last year's allotted amount.

#### **V. Other Business**

A. Budget updates- reviewed quotes for carpet, furnace and roofing. Nicole found another quote for a furnace and gave us a copy, Gretchen will email to CIP when received.

B. Friends of the Library Updates - put an interest post up on FB, Mike was not present so no major update.

C. Sealed Minutes - Beth will look for the key.

D. Rules of Procedures Document - skipped today

E. Landscaping -Carter sent an email that she was cutting a check to pay for the landscaper today. Note on hiring people Cam found out that if paid through the town, employees are covered by town insurance.

Talked about establishing a known fund towards landscaping maintenance from donations from Filene, Scotts, Honey. Gretchen will contact Carter about pulling that

data. Beth mentioned having a book themed garden party, perhaps a Friends fundraiser to acknowledge the donations? Cam will call Aaron about the spring schedule.

#### VI. New Business

- A. Library Trust Fund - \$1800 in fund from donation in 1977. \$752.34 in interest is available for any library expense. Discussed possibly using for book drop when we get closer to total amount.
- B. ALA Membership - costs \$183, reviewed benefits of membership, Nicole motioned to request an additional \$183 in Dues and Subscriptions to the budget for ALA membership. Cam seconded. All in favor. Gretchen will email Rob Kenney with the update.
- C. Bill of Rights - ALA has a poster called the Library Bill of Rights, shared a copy for review and discussed hanging one in the library. Will let all trustees and alternates review and discuss next month. <https://www.ala.org/advocacy/intfreedom/librarybill>
- D. NHLTA - not everyone is getting mail/email.
- E. Policies - Beth is gathering policies and will print a copy for a binder and send electronic copies out to the trustees.
- F. Elections - 2 Trustees end their terms this year Lori and Carter, election sign up at the end of January. Gretchen will remind trustees when email comes out to sign up.

VII. Date for next meeting: February 8, 2024 6:30pm

VIII. Adjourn - motioned by Gretchen at 7:47pm , 2nd by Camilla, all in favor