

April 21, 2022

Mansfield Library Trustees meeting

Present: Honey Hastings, Connie Rinaldo, Carter Sartell, Gretchen Whitcomb, Brandi Urban

I Chair: Welcome and call to Order

II Roll call: no need if in person

III. Election: Nomination for Chair by Honey Hastings: Connie Rinaldo
All in favor. Carter is nominated for Secretary. All in favor. Notice of meeting is required in right to know law. Agenda is not required.

IV. Christine Robidoux re charette (participatory planning meeting) and
Trustee support: A 2 day workshop Plan NH facilitates the Charette with
expertise. Listen to what residents want, desires, concerns.

Recommendations will be made based on discussions.

Things of concern that we know about: Vision for village center including
parking, moving highway department plan; Skledany and Holt
properties—64 acres from General Miller to almost Rte 45, Town owns 18
acres next to elementary school: needs access road, renewable energy
committee considered this lot for solar panels and affordable housing. If
voting on specific items is needed, would go back to town meeting.

Christine thinks the library should be involved. Boards and committees
would have own session with the team. Public listening sessions. Usually
Friday/Saturday. Presentation open to public and a full report about a
month later. Christine requested a September date.

Honey moves that we support the charette. Carter seconded. All agreed.
Christine will send the letter template to Connie for signing.

V. Approval of March Minutes: Honey moves that the minutes be approved. Gretchen second. All agreed.

VI. Director's Report Covid Updates Program Updates ARPA Update Cleaning, Hiring

Director's Report 4.14

Circulation Update

March's circulation was 373 items (does not include ebooks or other materials from the NHDB). This is the highest circulation since before COVID. April is also on track to be a strong month. InterLibrary Loans have also increased – I used to bring one tote to Peterborough and back and now it's usually two.

National Library Week

Our National Library Week programs and promotions were very successful. We had lots of new people visiting and our Storytime group was the biggest we've had since we began holding it regularly last fall. It was a great opportunity to show off our new materials and grant purchases. Thank you to the trustees and staff who helped keep the goodie table well stocked.

GRANTS

ARPA

All ARPA money has been spent. We are just waiting on a puppet theater and some new seating for the children's room to be delivered. The Storytime to Go bags have been extremely popular. (In fact, I have received emails from a couple local librarians who saw the article about the bags in the Monadnock Ledger and asked where we got them.)

CLiF

We will host Simon Brooks on May 20 for our spring Rural Libraries Grant Event. It will be held at the same general time as our regular Storytime, so I'm hoping all the families who attend Storytime will come for this special event.

Programming

We had 11 people turn in Bingo Cards with more than 135 books read. Many people enjoy it and it's a low-cost program, so I plan to run it again next winter (with a new card and new prizes).

Storytime

Our group continues to grow. We will wrap up with the CLiF event on May 20 so we can concentrate on Summer Reading events and then start up again in the fall. We chose Friday mornings based on a survey of parents who participated in Summer Reading, so I will ask for their input again to determine the best time to hold Storytime, but Friday mornings do seem to work well for many.

Freshwater Wetland Workshop

Linda Bollinger has offered to run this workshop on May 14. She is donating all materials, except some clay, which the library purchased. The program is designed for children 6+ and there are 10 spots available.

Book Club

Our book club will meet in person on April 28. This is the first time we have been able to hold it in the library, so it will be interesting to see how attendance is impacted.

Summer Reading

Signups for Summer Reading will begin on May 2. The program will run from June 29 through August 13. I will be visiting TES in June to hand out flyers and encourage kids to sign up. We will meet weekly throughout the summer and there will be special programs for specific age groups, including teens and adults.

Vacation

I'll be on vacation the week of August 15.

Staffing

Lea Davis is now clear to work alone in the library, which will help alleviate some of the staffing issues. I'd like to create a pool of "subs," two or three people we can call upon to help cover during programming or due to illness/vacations.

The Trustees approve in principle that the library can develop a pool of subs at \$12 per hour.

State Reporting: Library annual report including statistics and programming
Work on this is ongoing. The final report is due April 29.

High School has the tent we bought. We need a truck to go and get it. We will need someone insured to put the tents up. Beth will check with the Fire Department.

Beth noted that some people from New Ipswich wanted to borrow the See science pass. We agreed that students at TES should have access to the passes. There are a few New Ipswich students at TES.

VII. Treasurer's Report Review of spreadsheet system, Coordination with bookkeeper, Discuss moving NHDPIP money to better depository

New system working well but we don't have electronic statements.
Spreadsheets working well. Grant money all spent. Tracking is happening.
Signatory process is a pain.

NHDPIP account not insured—it is an investment pool. Honey requested information and noted that NHDPIP is authorized to be an investment pool.

Are we tied to the town for banking because library uses the Temple federal id number? Should we get our own federal id number? Could put some money in a CD if there are CDs with interest. To be continued.

VIII. Other Business:

Timing of meeting: 5:30

Day of meeting: 2nd Thursday of the month

Honey moved that we meet 2nd Thursday at 530. Gretchen seconded. All agreed.

Carter will develop a schedule and post at the library and send to board assistant. Check with Beth.

IX. Old Business

Landscaping/flowers: Small 6 packs for 6 or a basket of 15. Honey moved that she can spend up to \$25 on pansies from landscaping line. Gretchen seconded. All agreed.

Need to have landscaping company return to finish.

Need a spring clean up.

Need to arrange weeding.

Honey will contact landscaper to plan next steps.

Background checks: Library does state criminal background checks, no records available to select board. Honey will draft a letter to the select board and circulate it.

X. Date for next meeting is May 12 at 5:30 at the library.

XI. Adjourn: Gretchen motioned to adjourn at 6:44. Connie seconded it. All agreed.