

**December 13th, 2022**

**5:30 PM**

**Mansfield Library Trustees Meeting**

**Present: Carter Sartell, Gretchen Whitcomb, Elizabeth Crooker, Camilla Lockwood**

**Phone: Brandy**

**Guests: Lori Sherborn, Nicole Concordia, Catherine Moore**

**I. Chair: Welcome and call to Order**

- A. Camilla will act as a trustee for this meeting

**II. Approval of Minutes**

- A. Gretchen motions to approve minutes from November 10th, 2022 as written, Camilla seconds, all agreed.

**III. Director's Report**

**November/early December Programming**

Our Dinovember activities were well received. We had 8 kids enter our Question of the Month contest and about 30 take and make fossil kits were picked up. We had three sign ups for our Make a Dinosaur Skeleton event, but only one showed.

Our Abraham Lincoln event was well attended. We had about 30 people attend, including 8 children. The presenter said we had the best child attendance he has had all year. I have already applied for another Humanities to Go grant for next year. We are hoping to host Carrie Brown in March (Women's History Month) for "Rosie's Mom: Forgotten Women of the First World War."

Our Felting workshop was also well attended. We had 8 sign up for the workshop (limit was 10-12).

## **November Circulation**

Our circulation was up from last November (185 in 2021 vs. 261 in 2022). These are raw numbers and only include physical check outs from the library – InterLibrary Loan requests and check outs from the New Hampshire Downloadable Book Consortium are not included. November is traditionally a slower circulation month due to holidays and library closures.

## **Upcoming Programming – December and Beyond**

We will hold our final storytime gathering of the year on Friday, Dec. 9. We will start up again on Friday, January 27. We will kick off with a Stuffy Sleepover. Children can bring a stuffed animal with them to storytime on Friday morning. The stuffies will “sleepover” at the library on Friday night. We will post pictures of the stuffies having fun and then the children can pick up their stuffed animals on Saturday morning.

### **Virtual Holiday Storytime**

Children can sign up for a goody bag and then join Santa on Facebook live on Saturday, Dec. 17.

Winter Bingo is under way. We have passed out several cards. This year we have cards for both adults and children. The contest runs through March 20.

## **Professional Development**

I attended a “Right to Know for Libraries” presentation as part of the director’s call with the State Library on Thursday, Dec. 1. I also attended the day-long Collaborative Summer Library Program Summer Symposium (virtual) on Thursday, Dec. 8.

## **Grants**

The application for the Sustainable & Resilient New England Libraries Grant was submitted. This grant would cover the cost of replacing the lighting in the fiction and reference rooms and the office and small front hall. Recipients will be notified on Dec. 20.

The last item from our ARPA Round 2 grant – the puppet theater—has been received and assembled. It will be available for use in the reference room for a few weeks. It will be used for storytime and other events. We will bring it out as much as possible for free play as space allows.

## **Weeding**

The weeding of the adult fiction is complete. As a result of the weeding and relocating the Large Print Books to the reference room, we were able to free up space for future purchases and eliminate the need to stack books precariously.

#### **IV. Treasurer's Report**

- A. In November we deposited a total of \$658.99 for the 250th Anniversary Grant funds (seed bank \$350), NH Humanities Grant (Abraham Lincoln \$300) and an ILL payment for lost/damaged books for \$8.99. Beth spent \$49.33 on the debit card at Toadstool and Oriental Trading from funding returned from the Bubble Fest. We wrote a check for the Abraham Lincoln event for \$300 which has not been cashed.
- B. NHPDIP Balance: interest only changes

#### **V. Budget**

- A. Fencing - Cam has proposed the fencing concept to the board of selectman as a to be executed as a maintenance item from the town budget. Cam made a motion to approve a request for \$6,700 for the northwest side of the building to be proposed to the budget advisory committee, Brandy second, all in favor.
- B. Budget meeting is 12/14/2022 at 7 PM, the library is first on the agenda, Beth and Cam can attend to represent the library.
- C. Gretchen made a motion to set the cost of living raise for library employees at 4%, the same as the town for next year. Cam seconds, all in favor.

#### **VI. Honoring library trustee Honey Hastings**

It is with heavy hearts that we inform you that Library Trustee Honey Hastings passed away on December 10. Honey, who was also president of the Temple Historical Society, was a tireless advocate for the Mansfield Public Library and Temple as a whole. Honey often said that she would be happy when every resident of Temple had and used a library card. If you would like to honor Honey's memory, we encourage you to come in and sign up for a card, if you already have one, we encourage you to use it. Rest in peace, Honey. We will miss you.

**VII. Other Business**

- A. Replacement trustee - The library trustees need to make a recommendation to the select board to appoint the vacancies so the interim trustees can start in January. We have two letters of interest, and we have two guests at this meeting that have also expressed interest.
- B. Cam moves to open a non-public session at 6:12 PM for the purpose of new trustees and the library director's performance review. Gretchen second, all in favor.
- C. Cam moves that we exit the executive session at 7:14 PM. Cam moves that we seal the minutes, Gretchen seconds, all agreed.

**VIII. New Business**

- A. Beth requests approval for taking the staff to lunch in January as a holiday thank-you. Cam will research whether this can come out of the trustee funds, and we will circulate via email.

**IX. Date for next meeting: January 11, 2023 at 5:30**

**X. Gretchen motions to adjourn at 7:15 PM, Cam seconds, all agreed.**