

Meeting Trustees of Mansfield Public Library FINAL Minutes  
Thursday, February 10, 2022 5:00 P.M.

I. Chair: Welcome and call to Order

II. Roll Call: Cam Lockwood, Connie Rinaldo, Honey Hastings, Brandy Urbon, Gretchen Whitcomb, Elizabeth Crooker (Librarian) Carter Sartell (on ballot)

III Approval of Minutes Minutes from Jan 13 and 27 approval moved by Cam seconded by Brandi and agreed by all.

IV. Director's Report (submitted by Beth)

Grant Updates – I have begun to make purchases using the ARPA (American Rescue Plan Act) funds. I will be attending a Zoom meeting on documentation procedures on the 28<sup>th</sup>.

We received a \$250 mini-grant as part of the CLiF Rural Libraries Grant. It was used to purchase a library membership to the See Science Center in Manchester. Passes have arrived and are available for check out.

#### Winter Programming

We had our first book club meeting of the year on Jan. 27th. We had 8 people participate on the Zoom call and several others who read the book and left notes that they enjoyed the selection. All books for the February meeting have been checked out, so I am anticipating a similar turnout for this month. Winter Bingo continues and we have several passive programming displays in the library. We gave out 25 paper towel roll bird feeder kits on Friday, Jan. 28 – Feb. 3.

I have created a very basic newsletter for February and plan to create one monthly. Patrons can sign up to be on the e-newsletter list and they will get the newsletter automatically delivered via email.

Circulation – We doubled circulation from January 2021 (142) to January 2022 (310). We have had steady foot traffic in the library throughout the month and that has continued into February.

In person preschool storytime will return on Friday, Feb. 11 with a Valentine's themed event. We had planned to return on Feb. 4, but we were closed due to bad weather. We will continue to hold it in the town hall and require masks for those 2 and up.

The Nubanusit Co-op has resumed circulating DVD bags. I picked ours up at the Sullivan Library on Monday. We will keep the bag for about a month and a half and then send it on to the next library and we will receive a new bag. (Nubanusit Coop: Antrim, Sullivan, Keene, Peterborough)

#### Voting/Town Meeting

Should we close on March 8? Parking is always an issue on election days. Should we close for town meeting? We did close last year for both.

Notary – As our hours seem to be opposite of the town clerk's office, would it be beneficial for me to become a notary as an added service for patrons? There is a \$75 application fee. Beth will investigate costs and bring it up again,

#### V Treasurer's Report Banking; software and equipment updates

##### Employment of bookkeeper

- No financial report this month as we try to get a handle on bookkeeping
- \$10K ARPA Grant and the \$500 grant from end of 2021 were deposited in our Citizen's account on 1/28/22.
- Signatory changes are more challenging than expected. I am in contact with Citizens and NHPDIP to complete required paperwork. I need to get letterhead for Citizens and then meet with Rebecca to sign the required forms. It should be easier after elections to update with the new chair because we know the process.
- Comment on NHPDIP - we switched money to this account due to its previous high interest rates. The town treasurer noted that right now interest is low and that he primarily uses this account for free ACH transfers, it is not FDIC insured and we might want to move back out of it. We should look into Citizen's for this move.

-Citizens is looking into the use of electronic banking but as we are using the same tax ID as the town there might be an issue with my access to monthly statements or online banking. Should we get a new TAX ID?

Gretchen will look into this.

- Bookkeeping discussion - Free Excel template option, free Bkper (Google Sheets), other free bookkeeping software like Wave, Quickbooks \$25/month. Would like easy portability, access by multiple

Trustees/Bookkeeper and low cost. Google sheets bkper has a free bookkeeping version. Free allows 100 transactions per month; pay \$9-12 per month.

Honey moves and Cam seconded that we let Gretchen and Elizabeth make the selection.

Quarterly invoices from the bookkeeper is the plan. Elizabeth and Gretchen will figure it out.

#### VI Other Business:

HB1529 Federal background checks

Contact sheet: we have it

Elections: there will be a candidates' night. Candidates should attend. Election is Tuesday, meeting is Thursday and swear in is town meeting on Saturday.

Handbooks : There are new Trustee handbooks

Help Beth get the unwanted books to Goodwill!

#### VII Old Business:

Maintenance Issues and costs

Naming garden: Martha Scott or Filene family or both

#### VIII Date for next meeting is Thursday, March 10, 5:00 PM

IX Adjourn: Cam moved to adjourn at 5 51, seconded by Gretchen. All agreed.

Connie Rinaldo submitted.