

Trustees of Mansfield Public Library Meeting Minutes
Thursday, January 13, 2022; 5:00 P.M.

Present: Cam Lockwood, Honey Hastings, Connie Rinaldo (on phone),
Gretchen Whitcomb, Brandi Urban, Elizabeth Crooker (Librarian)

I Chair:

Welcome and call to Order.

Elizabeth Maxi-Humphrey has agreed to work as bookkeeper.

Please send all contact information to Cam so she can submit to NH
Library Trustees.

Brandi and Gretchen need to sign up for Trustee election, beginning
Jan 19.

What is the status of the town Zoom? Still active according to Beth.
Connie agreed to consider being Chair beginning in April.

I-A Non-public session regarding part-time bookkeeper: does a
non-public session need to be on the agenda? Best practice.

Honey moved that we move into non-public session to talk about
personnel. Connie seconded. Unanimous roll call vote. Hire
bookkeeper but overseen by treasurer. Considering laptop and
software. Elizabeth thinks it is a good idea. Becky said it takes 3-4
hours a month. It is helpful to have the reports before the meeting
which is second Thursday of the month. Bookkeeper would be an
employee of the Trustees. Elizabeth should talk with Becky.

Honey moved that we contract with Elizabeth to do bookkeeping at \$18
per hour for up to 5 hours although we expect it will be 3-4 on a regular
basis. Gretchen seconded. Unanimous agreement by roll call. Should
have a treasurer who is liaison with bookkeeper and be the check
signatory.

Honey moves that we leave non-public session. Cam seconded.
Unanimous roll call agreement.

Gretchen is willing to sign checks and be titled as Treasurer and
oversee Elizabeth. Honey nominated Gretchen as Treasurer. Cam

second. Unanimous agreement. Discuss need for laptop and software with Elizabeth.

Open on voting day but not town meeting day.

Should Beth get her notary and offer the service through the library.

II Approval of Minutes: After a few changes, the minutes were approved unanimously. Honey moved, Cam seconded

III Elizabeth Crooker's report: January 13, 2022
Happy New Year!

Grants

ARPA Funds

Our ARPA Round 2 grant funding has been approved by the NH Executive Council. Once the public hearing is held we can begin making purchases with the funds. Initially the process required libraries to submit several reimbursement forms throughout the life of the grant, but due to a change on the state's end, we will receive a check for the entire amount. We will still need to submit receipts.

CLiF Mini Grant

As part of the CLiF Rural Libraries Grant, we received a \$250 mini grant to purchase a membership to the See and Science Center in Manchester, NH. CLiF will pay the center directly, so no money will change hands.

250th Anniversary Fund

The new outdoor bulletin board was installed by Temple resident Matt Calistro on Wednesday, Jan. 12. We will no longer have to move the easel and bulletin board in and out when we are open. Beth will send a thank you to the Fund group. She posted on FB and put it in the newsletter.

Winter programming

We held our third and final installment of our virtual art appreciation programs – Warhol’s Fifteen Minutes of Fame -- on Monday, Jan. 10. More than 32 people attended making it the most attended of the three.

Bingo game is under way and people are still coming in and requesting game cards. The game runs through March 31.

We will hold our January book club meeting on Thursday, Jan. 27 via Zoom. More than 10 copies of the book have been checked out, so I anticipate a good turnout.

Public Library Survey

Annual reporting is due to the state by April 29. All public libraries must complete this survey (aka annual report) to be eligible for state grants and other funds.

2021 Final Circulation Numbers

Total circulation directly from the library (books, magazines, DVDs, telescope, etc) was **2,708**. Circulation from our membership in the New Hampshire Downloadable Book Consortium (e-books, audiobooks, and magazines) was **2,044**. Total circulation for 2021 was **4,752**.

Workshop

Beginning Wednesday, Jan 19, I will begin attending a three-part virtual workshop “Asking Purposeful Questions,” which is designed to help librarians incorporate STEM education in their programming. Funding from the National Science Foundation allows participants to join at no cost.

Cataloging/General reorganization

We are continuing to add older juvenile non-fiction to the online catalog. We are also weeding and reorganizing (a never-ending chore) to prepare for the items we will be able to purchase with grant funds.

IV Treasurer’s Report:

V Budget:

VI Other Business:

Employment for Bookkeeper

Appointment of Brandy Urbon, Trustee

Filing timelines for March elections: starts January 19

Posting notice of grant: send by tomorrow. Jan 27 is the date for public notice. Honey will send to Ledger; Beth will post on the bulletin board.

VII Old Business:

Review/approve policies: Honey moved that the policies be approved subject to minor edits. Cam seconded. Unanimous approval.

Update on friends Group: work in progress.

Discussion of recent survey: background checks. Beth and Robin already have done background checks and fingerprints with the State of NH.

VIII Date for next meeting is February 10, 5:00 PM

IX Adjourn: Cam moves that we adjourn; Gretchen seconded. Unanimous approval.