

Trustees of Mansfield Public Library Thursday, March 10, 2022, 5:00 P.M.
Draft Minutes

I Chair: Welcome and call to Order

Congratulations to Brandy, Gretchen and Carter on their election

II Roll Call

Cam Lockwood, Connie Rinaldo, Honey Hastings, Brandy Urbon, Gretchen Whitcomb, Elizabeth Crooker (Librarian) Carter Sartell

III Approval of Minutes: approved by all with correction of Brandy's name

IV Director's Report 3. 10. 22

Covid-19 Protocols

With numbers down, it may be time to revisit our Covid-19 protocols. I would recommend discontinuing limiting the number of people in the library. I would also recommend moving to masks optional. Staff has expressed that they will most likely continue to wear masks. We would continue to make masks available.

****Honey moved that we move to discontinue limiting number of people in the library and make masks optional. Cam second. All agree.

Program Updates

Winter bingo wraps up this month. Preschool storytime is back in person and we have steady attendance. Our Book Club has been very well received and I've had to increase the number of books I request for participants. Summer Reading program planning is well under way. We will hold a weekly storytime or activity on Saturdays, as well as other special programming for children and adults. To get more older kids involved, we will be holding a summer nature journaling program. Materials will be supplied and we will meet near the end of the summer to share journals.

ARPA and other grants

Almost all the ARPA grant money has been spent. (The terms of the grant require that all money be spent by July 31, 2022.) After some issues with FED EX, all our packages are accounted for. We are looking for volunteers who are handy and willing to help us put together some of the furniture and storage racks as they are taking up a lot of space. Books for our storytime to go bags should be here in the next week or so, so we will be able to begin assembling the bags.

Keith M. Sullivan Donation

I spent about \$30 of these funds to purchase soil, seeds, and small peat pots for a take home gardening activity for kids. Materials will be available for pick up in a few weeks.

CLiF Rural Libraries Grant Spring Event

The second storytelling event will be held on May 20. The preschool event will be held at 11 a.m. in the Town Hall followed by an event at TES. The presenter is storyteller Simon Brooks. Kids who attend either event will receive free books.

Cleaning

We have not been completely satisfied with our current cleaning company. We have asked for and received an estimate from another cleaning service.

FEDEX problem—delivering to wrong address (an empty house!).

V. Treasurer's Report Review of spreadsheet system Coordination with bookkeeper Discuss moving NHDPIP money to better depository Gretchen—signatures from Becky to transfer accounts. They have been mailed or faxed. Now processing and will return paperwork. Elizabeth and Gretchen met and are using google sheets for accounts—one for each account. Also developed a sheet for grant accountability. Elizabeth checks receipts against bank statements. Easily shared.

Elizabeth will develop expense reports.

Need to decide where to put library discretionary money. Find out what Citizen's Bank has to offer. Currently money is not FDIC guaranteed.

Was the tent ever paid for? Yes it has been paid for. Tent to go up in May.

VI. Other Business:

1. Elections Handbooks: new ones handed out.
2. Vote to confirm staff raises: Honey moved to confirm that the staff (not director) get a 3% raise effective Jan 1, 2022. Cam second. All in favor.
3. Honey moves that we confirm that Director gets a 6% raise effective Jan 1, 2022. Cam seconded. All in favor.
4. Background checks: not necessary
5. Cam will discuss what the town expects, who has keys and what personnel files the town keeps and also the relationships of the library and town.
6. ****Cam is planning to be an alternate trustee (must be approved by Selectboard).

*****Honey moved that we have the Select Board appoint Cam to be an alternate library trustee, Gretchen seconded. All in favor.****

VII Old Business:

Maintenance Issues and costs: Mason comes June 2,3

Naming garden: Scott or Filene—could name slope (2 parts) and the corridor. Are these the appropriate names? Some research needs to be done.

Cam will follow up on bike rack: need a fabricator

Beth mentioned that there have been requests to meet in the library. It is fine during library hours.

Library lock/doorknob have changed and now work.

VIII. Date for next meeting is Thursday, April 14, 5:00 PM

April Agenda:

Meeting will be held in the Library. Find out from Beth if 515 on Wednesday is ok with her.

Agenda for April 14, 2022 Meeting will be in Town Hall.

Masks will be required.

Agenda: (The order of agenda items may be changed during the meeting)

I Chair: Welcome and call to Order

II Roll Call

III Approval of Minutes

IV Director's Report Covid Updates Program Updates ARPA Update
Cleaning

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

VI Other Business:

Election

Timing of meeting

Day of meeting

VII Old Business:

VIII Date for next meeting is Thursday, April 14, 5:15 PM

IX Adjourn

IX Adjourn March 10, 2022

Honey moved to adjourn. Gretchen seconded. All in favor.