

May 12, 2022

Mansfield Library Trustees meeting

Present: Honey Hastings, Camilla Lockwood, Carter Sartell, Gretchen Whitcomb, Ken Caisse, Elizabeth Crooker

Phone: Connie Rinaldo

I Chair (by phone): Welcome and call to Order

I a. Ken Caisse regarding background and security checks.

The town has to come up with a policy for background checks. Wants to understand the policy for background checks at the library, who is in charge of them, when they are done, what records are maintained. Do we want to put them together as a file with the town bookkeeper?

Elizabeth confirms that background checks are required when employees are hired at the library. The records are not kept and are destroyed.

Honey has legal confirmation that the library does not need to share records with the select board or outside the library.

Ken, wants consistency across town departments such as the recreation department and library. Since the library has a policy they are looking for a written recommendation of how/when background checks are obtained, kept, and destroyed.

The trustees will discuss at a future meeting to come up with a policy that can be written and shared. Elizabeth will look for other recommendations from library sources.

II Approval of Minutes

Gretchen motioned to approve the April 21st minutes as written, Honey seconds, all agreed.

III. Director's Report 5.12

Subs

I would like to hire Blair Robbins, Maddie Carpentiere, and Kaylee Calistro as part of the sub-pool. All are willing to work Saturdays and evenings, which will be a big help during our Summer Reading programming.

Connie motioned to hire the three part-time subs at 12\$ for substitution and part-time hours. Honey seconded, all agreed.

CLiF Event

Our final event will be held on May 20. The preschool event will be hold in the Town Hall at 11 and the TES portion will be held in the afternoon. All children who attend will receive free books courtesy of CLiF.

Summer Reading

Registration has begun and we have several kids already signed up. I will be visiting TES next month to talk about the program with students and hand out flyers and bookmarks. In addition to our Saturday storytime and craft, we will host the UNH Marine Docents for a "Rocky Shore" presentation on Monday, July 18 at 3 p.m. and the Squam Lakes Science Center for a turtles presentation on Thursday, July 25 at 6 p.m.

Preparing for Challenges Workshop

I attended this virtual workshop on Tuesday, May 3. It was very informative, and I will be following up with many of the suggested actions.

Museum Passes

Passes to the See Science Center, the Squam Lakes Natural Science Center, and the Seacoast Science Center are available to Mansfield Public Library cardholders.

IV. Treasurer's Report Review of spreadsheet system Coordination with bookkeeper

- Connie and Gretchen were formally made the Citizen account signatories in the middle of April
- No changes to the NHPDIP and Citizens Balance
- I need a receipt for records for Ken Quinn's work at \$275 on locks/deadbolts

Determined that payment to Ken should have come from the library's budget. Cam will reach out to Ken to retrieve the check and write one from the library's budget if possible

Trustees agree to not move money out of NHPDIP and continue to maintain two accounts.

V. Landscaping

- a. More landscaping by Aaron Abitz to finish the vision.

Honey motions to approve \$2,000 for landscaping Aaron to complete the work on the North garden and complete the initial weeding. Connie seconds, all agreed.

- b. plan for weeding

Carter to reach out to Molly Treadwell regarding availability for weeding and recommendation for frequency.

Honey motions to hire Molly Treadwell at \$20 per hour assuming availability, Connie seconds. All agreed.

VI. Other Business

1. Connie has signed and sent Charette support letter to Christine
2. Cam's other projects
 - a. Need lights in rest of building. Will investigate lumens recommended for libraries.
 - b. Meeting with mason beginning of June who is pointing old bricks on library walls.

- c. Need a storage box to keep hoses, sprinklers and related garden tools out behind building
- d. Discuss possible removal of iron railings on lower steps that divide the garden slope (need BOS approval)
- e. Discuss replacing wooden white sign post that needs painting with one made of weatherproof composite

VII. Date for next meeting is June 9th at 5:30

VIII. Adjourn: Honey motioned to adjourn at 6:29 PM, Gretchen seconds. All agreed.