

**September 8th, 2022**

**5:30 PM**

**Mansfield Library Trustees Meeting**

Present: Honey Hastings, Carter Sartell, Gretchen Whitcomb, Elizabeth Crooker, Camilla Lockwood, Connie Rinaldo

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

**II. Approval of Minutes**

Honey motions to approve July 14th, 2022 minutes as is and Connie seconds, all agreed.

**III. Director's Report**

**Summer Reading Wrap Up**

We had 34 children (ages 2 to 14) sign up for this year's summer reading program. Collectively, they read more than 200 books. We received 68 entries into our weekly question contest, 32 shells were adopted, and 37 children attended our weekly storytime group. We had 2 teens attend our Oceans in a Jar program, 8 kids and 4 adults attended the UNH Beaches program, and more than 50 people attended the "Turtles of New Hampshire" presentation.

**Circulation**

We have already surpassed our checkout total from 2021. The 2021 total was 2506 and as of

September 1, we have checked out 2867 items. (This total only includes materials from our building and not ebooks, etc. from the New Hampshire Downloadable Consortium). July and August were the two busiest months since Covid, and our 7 most circulated items are Storytime to Go Bags. Our most

popular bag has gone out 12 times (for comparison, our most checked out book as gone out 7 times.)

### **Weeding**

The large print books have been extensively weeded and moved to the reference room. Our large print books do not circulate much, so this frees up space for more adult fiction titles.

### **Phone/Alarm issues**

Consolidated restored the second phone number (fax line) on Aug. 26. Kent will contact the alarm company to reset the alarm. The cost of the second line is \$33 per month, which be split between the library, highway department, and town hall.

We will host the Nubanusit Coop meeting on Wednesday, Sept. 14 at 9 a.m.

### **Fall Programming**

Preschool Storytime will resume on September 16 at 10:30 a.m. We will meet outside for as long as the weather allows.

Coloring Contest – we will sponsor a children’s Halloween coloring contest in September/October.

In November, the library will celebrate DINOvember. Throughout the month, dinosaur facts and

passive programming will dominate the library. Our first November storytime will feature dinosaurs and we will hold a “build a dinosaur” program for older kids (tentative date is November 19.)

We will host “A Visit with Abraham Lincoln” on Tuesday, Nov. 29 at 6:30 pm in the Town Hall.

Most of the cost will be covered by New Hampshire Humanities.

#### **IV. Background Check Policy**

Honey motions that the most recent background check policy be approved as is, Connie seconds, all agreed. A copy will be shared with the Select board.

#### **V. Treasurer's Report**

- A. NHPDIP Balance interest only changes
- B. Citizens Balance - received a donation from Bob and Sue Filene and made payment to Linda Bollinger for supplies not used for wetlands workshop
- C. Donations - Carter will send a thank you note to the Filene's and include the most recent director's report

#### **VI. Other Business**

- A. NH Library Trustees association membership renewal - Honey motions to approve to spend the library trustees budget on the NH Library trustees association membership for 2022, Connie seconds, all agreed.
- B. Anniversary Fund Project application
  - 1. Beth will add an additional fund request for materials (books, etc.) to the application
- C. Landscaping Report
  - 1. Carter will reach out to Thomas Judd to ask him for the invoices and about doing a fall garden cleanup.
  - 2. Honey will purchase mums up to \$30 for the planters out front.
- D. Harvest Festival
  - 1. The library has a table reserved and will have activities for kids, bookmarks, coloring, library card sign-ups. Beth will be there from 10-2.
  - 2. Fundraising

- a) Beth is considering tote bags for a fundraiser, but not as part of the harvest festival. Carter will discuss the possibility of getting Nate Sartell to do a graphic for the bag.

E. Performance Reviews for Beth will be done in November

F. Maintenance

1. Repainting of iron railings and sign and improving the lawn

- a) The painting of the post for the sign is what needs to be done. Cam will inquire about pricing for this and the lawn care.

**VII. New Business**

**VIII. Date for next meeting: October 13, 2022 at 5:30**

**IX. Adjourn**

A. Carter moves to adjourn at 6:30 PM, Honey seconds, all agreed.

# **Mansfield Public Library Background Check Policy**

The Mansfield Public Library is committed to providing a secure and safe environment for employees and patrons as well as safeguarding the resources and assets of the library. As such, all applicants who are offered employment with the Mansfield Public Library will be subjected to a state and federal criminal background check. Prior to the background check being performed, the applicant will be required to complete disclosure and authorization forms granting the Mansfield Public Library authorization to conduct specific background checks. The library will cover the cost of the criminal background check of any final candidate who is being considered for employment.

An offer of employment is contingent upon clear and satisfactory results of a background check. Applicants/volunteers may be asked to explain discrepancies if any are found. Information gathered as a result of a background check will remain confidential and will be maintained by the library director in a file separate from employees' personnel files. Results shall only be disclosed to authorized employees who have a need to know to perform their job assignments. An employee may begin supervised employment once the state background check has been completed.

Adopted 09/06/2022 Mansfield Library Trustees