

Freedom Public Library Trustees Minutes

February 10, 2022

Minutes

Present: Paul Mathieu, trustee/board chair; Maureen Elliot, trustee; Robin Waters, trustee/treasurer; Ann Pierce, trustee; Chuck Brooks, trustee; Luane Genest, alternate trustee/secretary; Cindy Fleming/ Friends of the Library; Chris Libby/ Library Director

Paul called the meeting to order at 2:00.

Paul read the minutes from 1-13-22. A motion was made by Paul to accept and Ann seconded. Motion passed.

Financial Report – Robin

- Robin presented the Operating Balance and will adjust the columns and report changes to Anne Cunningham prior to printing for Town Meeting.
- Granite State Glass will replace table top for a fee of \$263.00 with a delivery charge of \$50.00.
- Robin reported that we will not have to return unspent funds to the town coffers.
- There will be a warrant article for town to raise \$20,000 for entry way. The USDA grant will pay 55%

Maureen made a motion to accept the treasurer's report. Seconded by Ann. Motion passed.

Director's Report – Chris

- Chris is still waiting for date for elevator repair.
- He may get rid of the computer printer and print directly to the copier.
- Question came up if we are considered a nonprofit.
- Chris will be on vacation from April 24th – May 2nd.

Chuck's report of Morrow Donation Grant Application

- Chuck met with Thrivent. Robin will have to meet with Bob O'Neil at his office. Once the money is in hand, a public hearing to accept the gift must be scheduled.
- The USDA application has been sent. Chuck thanks Rick Holt for his help. All requirements have been met.

Luane was welcomed as alternate member.

Main Agenda

- It was decided that we would ask someone to come into the library to evaluate what a fair fee would be for the janitorial service. Chris created a list of duties. Ann will call someone on the service list. Mark made \$15.00 an hour.
- The library will be open from 12:00 – 3:00 On March 12th so that Chris and Amanda can attend the town meeting.
- Personnel Policies
 - Chris presented revised policies. Background checks and hiring policies were discussed. Background checks will be on hold until the State of NH votes on HB1529. This bill will “require prospective employees and volunteers of public libraries to obtain a background check prior to commencing employment or volunteer service.”
 - Luane and Ann will research hiring policies at other libraries to give to Chris so that hiring policies can be added to the personnel policies.
- A motion to accept the 2/10/22 Personnel Policies was made by Luane and seconded by Ann . The motion passed.

Meeting Adjourned at 4:25

Next Meeting: March 10, 2022 at 2:00 pm

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- In conjunction with the Friends, we have cancelled the Library's Netflix subscription. The way we were using it was technically against Netflix's terms of service. Between Kanopy, ILL, and our own DVD collection, the absence of the Netflix service shouldn't have too much of an impact.
- Google has decided to end the free GSuite (now Google Workspace) service that we had been grandfathered into many years ago. Unless they decide to add public libraries to their free non-profit plan, we will likely need to start paying for emails. Piper Webs, who coordinates our email service, is looking into affordable options. More info as events unfold.
- The printer in the computer room is showing its age, and having trouble printing documents. I would be perfectly fine with rerouting print jobs to the photocopier instead of purchasing a new printer, though that would increase the amount we pay to Porter Office each month.
- I was able to re-enroll the library in the program to order tax forms from the IRS. I've placed an order for some, and should be able to place another if we need more. We'll still print forms from the IRS website for free should anyone ask for them; we won't be printing instruction books, though.
- Our elevator was inspected on January 28th. (I had been told someone would call in December for that; it didn't happen.) The latching mechanism on the upper floor may need to be repaired/replaced before it can pass inspection; I'm still waiting for details from the inspector before I call the repair folks.
- Winter Reading Program for grades K-6 is underway. The program runs for the month of February. So far, there are already 20 students signed up. If anyone would like to volunteer to be a judge for the "Best Game Board in Show" contest, please let me know.
- Inspired by [this article](#), I'm planning on offering students the opportunity to create picture books that can be added to the library's collection. This won't be a contest—anyone who completes a book will get it "published." I'm working with Cindy Fleming on details. I'd like to use money from the Morrow Fund to have these books bound and created, as well as provide copies to any students who complete a book.
- A contest to create a logo for the Library is underway for the month of February. Entries will be presented to the Trustees at the beginning of March; choice of logo(s) to potentially take place at the March board meeting.
- Winter Film Series attendance has been low, at least compared to the past, but with no food and a rampaging virus, that's to be expected. The Saturday showings have been more popular this year, which might lead to a permanent change in the future. It also seems foreign films are not as popular as I was led to believe.
- I would like to schedule a vacation for sometime in April. I'm waiting to hear from family regarding specific dates, and I'll let you know when I have them. I'm also due for a 6-month performance review sometime at the beginning of March.
- I would like to start planning to begin the process of Strategic Planning sometime in the near future. I'm still doing research as to what this involves, and will report when I have more concrete information. So far as I understand, this has never really been done at the library.