

Randolph Public Library

Trustees' Meeting, Mon April 22nd, 2019, 6.30pm

Present: Denise Demers, Jan Halvorson, Steve Fisher, Steve Teczar, Heather Wiley and Yvonne Jenkins (librarian).

1. The minutes from the previous meeting were approved on a motion by Steve T, seconded by Jan, all were in favor.

2. Treasurer's Report

Town Checking	\$11,918.54
RPL Checking	\$14,448.87
Building Fund Checking	\$475.43
Building Fund CD	\$17,664.68

Jan requested a special meeting to discuss the line items in the town account budget, in part to make it clearer for her successor and in part to be able to justify expenses to the taxpayers. She also feels each account should have a list of what purchases are appropriate to fund from it. Yvonne noted that the RPL checking account built up over the years because previous librarians were probably not comfortable buying large items as they were not locals.

Jan suggested that the financial records be stored in a Banker Box in the temperature-controlled archive room in the town hall. All were in favor.

Yvonne stated that the debit card through Northway Bank was not working to order the new projector. Jan will look into it.

3. Librarian's Report

- a. A book order has been placed and another one will be placed before the summer. The laptop and projector will be ordered as soon as the debit card is working. The bulb order went through and is being shipped. Total cost for all 3 items is \$2099.75.
- b. The NH Library Association conference will be held on May 9th and 10th in Meredith, NH. Cost is \$170 plus lodging \$115 (the room is \$230 but Yvonne will split the cost with one of the Gorham librarians). The trustees approved the conference and will use funds from the RPL Checking account as there is no line item for "Professional Development" in the budget.
- c. The next Randolph Library book discussion will be on Mon, May 20th – "1984" by George Orwell.
- d. The water hose providing winter water supply to the library's neighbors has been removed.
- e. The Kids, Books and the Arts grant application was approved by the state library - \$527 will be received to fund a Modern Times Theater workshop and performance on Wed, July 24th. The remainder of the fee will be covered by the Friends.
- f. Bob Kruszyna has kindly offered to donate his collection of mountaineering books to the library. The trustees recommended that Yvonne and someone knowledgeable in mountaineering look through the books and take only what will be useful as space is limited. Bob offered to have older books rebound as necessary and also offered to pay for additional shelving.
- g. The Eisenbergs are moving to Peterborough soon and there is a goodbye party at the town hall on Sunday, May 19th from 5-7pm. The Friends are paying for the paper goods. The

trustees decided it was appropriate to buy a gift for Arlene for her many years of volunteer service. Heather will research gifts and email the trustees.

h. Summer Programming:

- The children's reading program will start on Wed, July 3rd and end Wed, August 14th. The theme is, "A Universe of Stories".
- Allison Bell and Maida Goodwin will present "Glorious Mountain Days' on Fri, July 5th.
- The annual Book and Bake Sale will take place on Saturday, July 20th.
- August programming possibilities include showing the movie "Free Solo", a slide lecture by Bob Kruszyna, a lecture by Brad Meiklejohn on Alaska and a performance by Steven Collins as Herman Melville. Heather also suggested that Mike Micucci was interested in giving a presentation on "Home Brewing".

4. Friend's Group Report

There has been no progress yet on sending out the recruitment letter. Yvonne is recognized for carrying the load in the absence of current leadership and membership.

5. Steve recognized Heather for 3 years of service and for being re-elected to serve another 3 years as a trustee. The trustees expressed their appreciation and thanks.

6. Final approval of the Computer and Internet Use Policy

The policy was approved in its current form but Yvonne mentioned that an Internet Access Authorization for Users 14-18 Years of Age should be added. She will make the changes and email the trustees with the final version of the policy to give approval at the next meeting.

7. Collection Development Policy

The Trustees started to discuss this policy but there were so many aspects to it that Yvonne felt it prudent to draw up one comprehensive policy and email to the trustees prior to the next meeting for review.

8. The NH Library Trustees' Association 2019 Spring Conference and Annual Meeting will be held on Wed, May 29th in Manchester, NH. Registration deadline is May 10th. Steve T was interested in attending.

9. The next meeting will be on Wed, 15th May at 6.30pm.

10. Old, continuing and other business

Heather would like a discussion about drawing up guidelines for annual volunteer appreciation.

This will be put on the agenda for the next meeting.

Yvonne reminded the trustees that the library would be closed on Memorial Day.

There being no other business the meeting was adjourned at 8.05pm.

Respectfully submitted,
Heather Wiley, secretary