

Peterborough Town Library Board of Trustees

Draft Minutes September 24, 2021

Meeting called to order: 5:30 pm

Trustees Present: Ron Bowman (acting Chair), Laura Hanson (Secretary), Karen Struthers (Treasurer), Deb Caplan (alternate), Libby Reinhart (alternate)

Others Present: Corinne Chronopoulos (Library Director), Tina Kriebel (1833 Society), Ron McIntire (1833 Society), Bill Taylor (Select Board liaison), Chris Mann (guest)

Motion to have Libby Reinhart and Deb Caplan vote. KS, LH Motion passed

Minutes from August 19, 2021 meeting accepted as amended. KS, DC

August Treasurer's Report approved. DC, LR

Director's Report Highlights

- The new shelving installation should be completed by Friday, 9/24. The library collection will be moved the following week and the library should be totally moved out of the Plaza by October 1st. Regular circulation of the collection should be ready by Monday, October 4th.
- Because of the disruption caused by the new shelving installation and the moving of the collection next week, Corinne recommended that the library be closed next Monday, Tuesday and Wednesday. The Board was in unanimous agreement with her recommendation.
- The room bookings are off to a great start. Rooms may be booked easily online.
- The final punch list is almost complete. Harvey Construction should be 100% complete by the end of next week. Items to be completed include replacement of some doors, final keying of doors, and railings outside.
- Corinne will be setting-up a financial closeout meeting with the Town finance director, town project manager, and the project finance committee. This group will finalize the funds to be reserved to buy out the solar system. The Library Trust fund money will not be spent and will be available to reinvest. She thinks by November the Board will be able to make a formal vote on those funds.
- Corinne is finalizing the Public Utilities Commission grant report to receive the final \$48,000.
- The transition into the new building is steadily progressing. Corinne is working on the final details such as making sure spaces have all of the accessories.
- Corinne is currently reviewing all staff so merit increases can be put in effect October 1st.

Motion to reduce the number of signatures of the Personnel Transaction Forms from three Board members to one Board member. KS, DC Motion passed

- Library programs will begin October 1st. There is a first Friday event with Odds Bodkin. Corinne has reduced total max capacity to 60 people to ensure social distancing.
- Storytime will be held outside and crafts in two shifts in the classroom.

- Book clubs will be in-person, but may add a hybrid option at some point. There is a brand new family book club, Mary and Corinne are each hosting a book club, and the teen book club has already met.
- A committee to oversee the community art gallery is being organized and Aimee is the staff liaison. The group will decide how to welcome artist to exhibits, what the application looks like, and how they will keep equity and outreach to emerging artists as a guiding principle.

Motion to reduce the number of signatures of the Personnel Transaction Forms from three Board members to one Board member. KS, DC Motion passed

- A new wireless printing system is being set-up, so that patrons can print from a phone, laptop or public computer.
- Corinne is selling final furniture using Municibid for full transparency.
- The new website is launched and working great.
- Corinne is re-evaluating staffing needs, especially in the evening and on weekends when there are fewer staff members. There was a discussion about the possibility of utilizing more volunteers. She will come back to the Board with recommendations.

Motion to accept the Director's Report DC, KS Motion Passed

1833 Society Report

Ron reported that the 1833 Society continues to collect campaign pledges. Once all campaign pledges are in, he feels a decision needs to be made about the future of the 1833 Society and whether or not to close the non-profit. A discussion followed about future donations to the library and the role of the Friends and Trustee Funds.

Tomorrow a group of Friends will be cleaning the gardens around the Keys Sage House and removing some trees. They plan to ask Consolidated Communications about the possibility of removing trees on their adjacent land.

Chris Mann offered to have her gardening group clean-up the area around the portico front entrance until professional landscaping will be done next spring.

Tina recently submitted a rebate document to Eversource and will be receiving \$27,000.

New Business

Corinne is getting patron questions about birds hitting the glass windows. She has reached out to the architects about ways to deter birds from hitting the windows and is waiting to hear back.

In the summer an anonymous donor gave an unrestricted gift to the library of \$10,000 and Corinne will issue a formal announcement this fall. She asked Karen to speak with Charter Trust about setting-up a separate unrestricted trust fund for this gift and possibly other future unrestricted gifts.

Corinne shared with the Board that a patron had sent an email to the library about her concern that the library wasn't mandating masks. Currently, the library recommends that patrons wear a

mask but doesn't mandate it, following the town's policy. There was a lengthy discussion and the Board felt that the current policy should remain.

Deb mentioned that the New Hampshire Library Trustee Association will hold their annual meeting in-person on May 10, 2022 at the Grappone Center in Concord.

Motion to adjourn made at 6:40 pm DC, KS

Next meeting: Thursday, October 21st at 5:30 pm

Respectfully submitted, Laura Hanson