

Peterborough Town Library Board of Trustees

Draft Minutes

March 17, 2022

Meeting called to order: 5:30

Trustees Present: Ron Bowman (Chair), Karen Struthers (Treasurer), Ron Drogy, Tina Kriebel, Deb Caplan (Alternate), Libby Reinhard (Alternate)

Other Present: Corinne Chronopoulos (Library Director), Bill Taylor (Select Board Liaison), Peggy Van Valkenburgh

Motion to Minutes from the February 24, 2022 meeting by KS, RD. All in favor.

Motion to approve February Treasurer's Report by TK, RB. All in favor.

Director's Report Highlights

- CC submitted a memo to the Budget Committee in response to some questions expressed at the February 8th Budget Hearing
- Still impressed with the high level of youth programming. Excellent team – fantastic work.
- Reminder that April 5th is Deliberative Session and Open Session (Town Meeting) is on May 11th.
- When looking at the budget for this year, library is a bit over on Telephone due to additional lines of internet and speed increase. CC tracking against overall budget.
- We received our annual gift from the Dixie Wonders Trust. This unrestricted, but budgeted revenue was higher than last year donation.
- Library hosted its first large business conference. There were some glitches, and management took an entire day of staff time. A/V issues. HVAC pump failed. Window access difficult.
- Takeaway is that expectations for the small rooms (study, Board, classroom) are in alignment. Nik Beauchemin and CC met to review the processes and procedures in total and look for areas of refinement and improvement. Changes were noted in the Meeting Hall policy which was distributed.
- One item to be considered in future would be dumpster rental to better serve the events area, this will be reevaluated as the revenue increases.
- Very successful program on the Ukraine completed in partnership with another library. 112 attendees in person and via zoom.
- CC will be speaking at a state training regarding book challenges. She will be discussing our response to the book challenge that we had during the February meeting. In response to this, RD commented that after his review of some books that he was concerned about from a prior review of the collection were no longer in the collection.
- Shelving is still delayed. CC follows up each week – there should be a delivery within the next week. Situation will be escalated if necessary.
- Informational bulletin board has been moved. Patrons have repeatedly requested a newsstand area – so CC is working on it.

- LR suggested that once we have a full year in the new building it would be nice to see year to year comparisons.

Motion to accept the Director's Report by TK, RD. All in favor.

1833 Report

TK reported that there was limited news. Budget authorized by 1833 Board for some items CC had identified. More later in year as next steps become clearer.

Old Business

Library Card Policy – The Trustees reviewed a revision in the library card policy, based on the discussion at the previous meeting. After returning to the staff with additional ideas, the staff determined that they wanted to keep the key ideas of one card per person, one rate on a non-resident card, and patrons can authorize others to pick up their holds.

Motion to approve revised library card policy by KS, RD. All in favor.

Meeting Hall Policy – CC presented some key recommendations to the policy. Major highlights included: reducing recommended capacity to 70-80, setting clearer expectations, changing the 2 hour rate to a per hour rate. Also including time for set-up and cleanup in paid hours. There was some discussion about other spaces and fees throughout the library, but for now we are trying to have less detail and see what renters use. Patron/Renter expectations are high for the large room. Trustees asked who on staff is dealing with all the rentals. For the 1833 Room, they are all going through CC for now. DC suggested an event planner eventually. RD expressed concerns about having so many options that it was difficult for staff, and RB expressed that we need to continue to be able to provide our public library services. CC said that the staff agreed.

Motion to approve revised meeting hall policy by TK, KS. All in favor.

Collection Policy – Trustees did a first read of the Collections policy and the policy on book challenges. This policy did not have a vote at this meeting because CC is participating in a state-wide librarian event later this spring and will determine if there are any additional best practices that should be included.

(PVV departed)

Trustee Business

Reminder that the filing period will be from March 24-April 2. There will be one 3 year position and two 1 year positions on the ballot.

RB indicated that the April Meeting will be his last meeting, after more than a decade on the Board.

Motion to appoint Peggy Van Valkenburgh to serve for the next two meetings (through elections) by KS, TK. All in favor.

Trustee Conference information has been sent around to the Trustees. Please submit your receipts and CC will be providing reimbursement.

April meeting is April 22, 2022. We will be adding skills and strengths of library alternates to the agenda.

Other Business:

RB has been receiving rave reviews about the library.

CC asked about possible recognition for a staff member. CC indicated that one staff member is lacking needed technology to successfully do their job.

Motion to approve purchase for laptop as requested by TK, KS. All in favor.

Received \$250 gift from the Sally Woodford fund.

Motion to adjourn at 7:12.