

Approved

Marc A, Hurzeler, MD, Public Library Trustee Minute Meeting

November 11, 2025

Meeting opened at 6:00.

Present: Eizabeth Milligan, Chair, Brenda Roy and Jeanne Kenison.

The trustees reviewed the Oct 13 trustee meeting minutes. Having no discussion, Liz made a motion to accept the minutes as presented, seconded by Brenda and passed by all trustees.

There was no treasurer's report at this time.

Director's Report was read by Liz.

The number of individual visits for October was 136.

The Community Calendar has been sorted and bagged, with 14 extra copies. Emma has called those not being delivered.

The website is now getting updated with new fliers. Working on the website is getting easier after the training.

The orders have been placed through the LTC Grant for chairs, book cart, ipads and the Assistive Listening System. Joy will be getting possibly 2-3 more orders that will be for the Memory Collection, LP Collection (placed) or Advantage (inquiry submitted for doing a credit). She will plan on having the purchases/credits applied to our account by the end of the year. She will be leaving \$1000 that she had budgeted for hours. She is tracking her hours as it takes time ordering, especially the Advantage orders. She has used half so far and the rest will be used for preparing her final report.

Once the Assistive Listening System is in, Joy will give it to Amanda as it will work in the town's PA system and will give anyone using the JCC, the option to use. Trustees had previously agreed to this.

The library will be closed on Thanksgiving, Christmas Eve and New Year's Eve. Joy and Emma will each get 3.5 hrs paid for Christmas and New Year's Eve which are both on Friday.

Joy and Emma will move shelves to line up with the door into the NF Room probably after Christmas. Moving the 2 rows of shelving over 10" from 48" to 38" (38" is ADA compliance),

will allow a wider aisle leading into the doorway. They should be able to move the shelves once emptied but, if not, will ask for help moving them.

The NH Humanities asked Joe Marshall, JHS, to submit for a programming grant for the 250th Signing of the Declaration of Independence. The library has been asked to partner with the JHS for this event. It's a listening program through NH Humanities to Go program. Joe will take the lead on this and we will help with advertising and anything else that fits. It will be scheduled this spring/summer.

Joy is finally moving ahead on PCs4People. Her initial contact had moved on and she finally heard from them last week. This will be for the low-cost laptop/desktop we had previously approved as well as switching to hotspot and a 3-yr cheaper connection. She plans on getting this done once the paperwork is completed, hopefully by the end of the year. This is a program that we can put up that allows individuals to qualify for low cost technology.

Joy had sent us all the application for use of the JCC for Valentine's Day Craft Fair and Chocolate Tasting Event. Joy will follow-up with Sheelah on that valentine sign as well.

Joy reports that although she has no complaint with Resourcemate for online cataloging, the price keeps increasing. The State doesn't like this program as it isn't a true ILS (Integrated Library System). They recommended ByWater which runs our state catalog and ILL System (conversion, training and upkeep is very expensive for rural libraries). Many libraries use KOHA because it's open source.

Joy found a grant available on listserv for KOHA, a truly integrated library system. It is a 3-yr grant including implementation, data conversion, training and hosting. This would make it easier to keep up with the state system and our library is one of probably 20 libraries that don't have our own collection in an ILS. Joy isn't sure we would qualify, mostly because of our endowment fund, but the grant is a fairly simple application. The nice thing about this grant is that it is for 3 yrs and is renewable, indefinitely. It is due 11/14 so she would need to have our ok to do this this Thursday. Trustees agreed that Joy can apply for this grant. Once we see where we will stand with the grant, we will review where we need to go from there.

Joy has put out a request for pies for the FOL Holiday Pie Sale on 11/25. Drop-off will be 12-3 and pie sale is 3-8PM.

The stick vacuum no longer works and Joy will look into the price of one that will store in the children's craft closet. This is only used for children's craft clean up and shouldn't be expensive.

Joy left suggestions for trustees to review on the Personnel Policy.

New Business

Trustees reviewed our current personnel policy as well as other local library personnel policies. After some discussion, we tabled it until all trustees could participate in this discussion.

The budget hearing is scheduled for November 17 at 7 and Liz would like as many trustees to attend as possible.

We will schedule another meeting after the budget hearing, if needed, in December.

Meeting adjourned at 7.

Jeanne Kenison, Secretary