

Approved

Marc A. Hurzeler, MD Public Library Trustee Meeting Minutes

August 12, 2025

Meeting opened at 6:35.

Those present: Liz Milligan, Chair, Joy McCorkhill, Library Director, Bette Bovio, Leslie Seppala, Brenda Roy and Jeanne Kenison.

The secretary's minutes were passed out to trustees for review and 2 corrections were made. Liz made a motion to accept the June 10 library trustee meeting minutes with 2 corrections, seconded by Brenda and passed by all trustees.

No treasurer's report was received as Leslie couldn't access the account due to technical problems beyond her control.

Director's Report

Joy reports 124 individual visits for June.

Sue Crafton returned a picture/map to the library that is library property. Joy felt that since it had no picture of the library on it and that space was limited, it would better serve the Jefferson Historical Society. Liz made a motion to donate the old photograph to the Jefferson Historical Society, seconded by Brenda and passed by all trustees.

Joy stated that she will need to modify the budget for the LTC Grant Award (\$10,000) and create an interim report by 8/31/25. Still keeping the community conversation in mind, the budget will include additional time for reworking the grant, FM system for the town, website, Memory Loss collection, chairs/carts and LP/Audio collection. She will need to think about what additional time she will need through 2026. Currently it's \$800 and may need to increase to \$1200 (200 extra for community conversation). The FM System will reside in the town office so it can be used with their PA system for

programming and will be ADA compliant (\$750). Joy has seen the mock-up website they are working on. This would be \$2200, leaving \$1000 for annual upkeep (annual fee). The Memory Loss collection will remain at \$500. Joy will order stackable chairs with no arms or rollers and a couple of book carts (\$1000). The LP/Audio collection will use the remainder of the award. Joy has been in contact with the state technology librarian and she loves Advantage but her issue would be figuring out what our patrons would want as she doesn't see the trends like Joy would in the vast scope of NHDB. Joy will continue to do as she has been doing, paying attention to her patrons and watching what they are reading. She will buy what's best for her library/patrons, considering publishers with long term options as much as possible. LP takes up a lot of space but she's planning on adding more on in her regular orders as she finds them. LP is not always available in all books and, when it is, the price is ridiculous. She will borrow from the revolving LP collection which is expanding. Playaways (think Walkman with a book on it) take up space and she doesn't think they'll be any better than CD's which are getting less circulated.

The Advantage Collection combined with Apple Ipad (13") will only buy books to add to our collection but can be accessed through Libby. She can get both audios and ebooks. This will enhance our collection in the long run. We should add/budget \$500 collection after 2026. These Ebooks/audiobooks are not cheap (\$50-100/book) in this format but it would be one we can cater to our readers.

Joy will need to submit this revised budget and the interim report by 8/31/2025. This covers sight, hearing loss and memory loss- nothing much for mobility other than the chairs and nothing building related.

The NE ATSL Grant award (\$5000) was only budgeted for the back door and would need to be used by 5/1/2026 or it will need to be returned. Liz asked Joy to write a letter to present this award money to the town to be used for the back door to be used by 5/1/2026.

The SRP (IReads sponsored by the state) wasn't well liked by either Emma or Joy. They didn't like the manual and the program was too centered on larger libraries and/or specific age groups, making it harder to adapt to our children. Next year they would like to purchase CSLP (cost under \$50). Joy will add this on the budget to cover the cost.

Joy mailed out information on the calendar 8/1, requested changes by 9/1 and will order them by 9/15. She did not send out any new advertisers as she has had little luck with this the past couple of years.

Joy reported that most of the major bills got tabled or vetoed onto the next session. For HB 273, some libraries will have no major changes but it will be huge change for us. We will need to create an under 18 application to keep on file. We will need to add guardians and birthdates to under 18 records (this can be done on resourcemate). We will need to try and update current records of mailing/emails addresses. For those known under 18 records that we can't get updated by 1/2026, we will need to delete. If we are going through this process, we might as well update all patron records.

Joy passed out the Library of Things Policy for trustees to discuss and approve tonight so we can start to implement better borrowing for all "things". Liz made a motion to accept the policy of Library of Things as a replacement for the electronic usage policy as presented by Joy, seconded by Leslie and passed by all trustees.

Joy passed out the collection development policy for later review. She added a bullet on AI. She will answer any questions that we may have after we've reviewed it.

Joy passed out the edited personnel policy to be in alignment with town, changing Trustees being in charge instead of SB. Joy wanted trustees to be aware that if we take away vacation time after she were to leave her position, it could hurt our chances of hiring a qualified candidate. Presently, she is receiving vacation/sick/holiday time comparable to what other libraries are offering. Joy recommends we leave it as is and can change it later, if needed.

Joy will announce the Oppenhowski donation of \$5000 in the paper with the article about fall programs.

New Business

Liz discussed the TOJ Policy that was given to the library employees by the Assistant to the SB, per order of the SB. Joy passed out the addendum that she worked on for the trustees to present to the SB on August 18 for trustees to review. After discussion, Liz made a motion to accept the Receipt and Acknowledgement of Update to Town of Jefferson Personnel Manual that the library staff made and edited the signing page that aligns with NHLTA manual. This was seconded by Bette and passed by all trustees.

Liz discussed the need to change the inside merchant glass door into the non-fiction room to switch the swing direction of the door to follow ADA and State of NH FMO egress for the safety of the employees and the patrons. She will also look into the possibility of having an automatic door opener for the merchant door.

Liz suggested that any future grants applied for should benefit the inside of the library and not be for the TOJ property, to avoid any further confusion between the trustees and the SB.

Liz stated that we will ask the SB at the Aug 18 meeting where we are going with the outside walkway project. Since it is on TOJ property we can't use the grant money for it, we would like the SB to know that we would gift the grant donation to the project. Lastly, Liz will ask for an update on the SB looking into putting in changing tables in library and community center.

Liz passed out Budget 2026 folders for the trustees to review over the next month in preparation for our budget session with the SB.

Next meeting September 9 at 6:30.

Meeting adjourned at 800.

