

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
March 21, 2023  
Community Room  
6:30 PM  
MINUTES**

1. Meeting Call to Order at 6:26

Samantha Gee, Ward 2  
Candy Bailey, Ward 3  
Kathy Noble, Ward 4  
Pam Hubbard, Ward 5  
Bruce Jolin, Ward 6  
Nat Goodspeed, City Manager's Designee  
Marie LeJeune, Library Director  
Katherine Parker-Wright, Patron Services Supervisor

Not present:  
Peg Higgins, Ward 1

2. Acceptance of the Minutes of the January 17, 2023 minutes, BJ1, PamH2  
Acceptance of the Minutes of the February 21, 2023 minutes, PamH1, SG2

Vote was unanimous to accept the minutes of the January and February minutes.

3. Treasurer's Report

No transfers as of yet, but may need to transfer funds into Staff Development for classes NHLA Conference in the Spring. Non-fiction budget is just about spent, allocating Trust monies to spend if needed. Spending is a little ahead of the 2021/2022 budget.

4. Friends of the Library Report

The Friends are planning a social for May or June. They will be having a raffle basket in April.

5. Communications From the Library Director

- a. Bathroom upgrade: Construction has begun on the bathrooms. The second floor is almost complete, then they will move onto the main floor bathrooms and finally the Children's Room bathroom.
- b. Building/Materials Reorganization: Areas of the library will begin to be reorganized. Phase 1 will be implemented by June. Phase 2 will be implemented after Labor Day. Weeding of the audiobooks and DVDs will also take place. Phase 3 will be implementing a Library of Things. There will be

more art hung in the Teen Room and possibly other areas. A long-term goal would be to open up the front entrance.

6. Old Business

- a. Parson Main Items: There are 7 items known to belong to Parson Main. Found and identified all but 2 ledgers and a pamphlet. Discussion was held and it was suggested looking into getting a UNH student intern to research these items.
- b. Policy Updates: A new Program Policy will be put in place as well as a Request for Reconsideration of Materials or Programs and a new Collection Development Policy which has not been changed except for some wording. The City Attorney will look over the Program Policy. BJ motioned to approve the 3 new policies after being reviewed by City Attorney, PamH2

The vote was unanimous to approve the new policies after being reviewed by the City Attorney

7. New Business

- a. Patron Management: This will be looked into and a Policy with procedures will be created.
- b. Senior Staff on Duty: A request was made for a written Senior Staff on Duty Definition and Responsibilities. All procedures and responsibilities are now written down for employees.

8. Other: No other

9. Adjourn

Meeting Adjourned at 7:37 PM

PamH1, SG2

Vote was unanimous to adjourn the meeting