

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, September 21, 2021**

**Community Room
MINUTES**

1. Meeting Call to Order at 6:27 PM
Marie Lejeune, Library Director
Peg Higgins, Ward 1
Kathy Noble, Ward 4
Pam Hubbard, Ward 5
Bruce Jolin, Ward 6

Not present:

Samantha Merchant, Ward 2
Candy Bailey, Ward 3
Nat Goodspeed, City Manager's Designee

2. Acceptance of the Minutes of the June 15, 2021 Regular Meeting: Peg H1, BJ2
Minutes passed unanimously
3. Treasurer's Report
Fine with finances. The Brock Trust was on a calendar year basis and got a little messed up this year but it is back on track for this fiscal year. The State of NH Library grant came in.
4. Friends of the Library Report
Planned virtual event after Comic Book Day, Peg and Candy stepped out and Esther Turner took over. Cannot put a sign out front advertising things but there is going to be an electronic sign put in at the Community Center and will get things advertised on there.

An inquiry was made about getting a pass to the Libby Museum and this will be tabled until next year.

Comic Book Day was a hit with about 415 comics given out.

5. Communications from the Library Director

- a. Reorganization Update: The reorganization is progressing.
- b. ARPA Grants (through the NH State Library): Round 1 of the Digitization of the Rochester Courier is in progress. The check came Friday and the microfilm was all ready sent to Iowa. Will link it to our website. 28 rolls were sent. The big cost is the initial set-up and setting up the website. It will be about \$150 per roll. The round 1 grant from the State Library is a set amount based on population/demographics/library statistics.

Looking into a collaboration with Head Start to go in once a month. Kids can borrow books and librarians could read to them. Ran out of time for Reimbursement Grants. Hoping to have enough left over or get new Grants to help with this.

6. Old Business
Nat wanted to consider Covid situation and possibly pull back on services. Marie Pulled out old policy and services cannot be pulled back.
7. New Business
 - a. Vacation Procedure
Vacation requests: Discussion of how to request vacations was discussed. It used to be a first come first serve basis, but should be by seniority. Look into what the Rec does by breaking the year in half and in the month of December open up summer requests and in June for winter requests.
 - b. Holiday Closures
Peg H moved to close on 12/25/2021 and 1/1/2022. BJ2 Passed unanimously passed.
8. Non-Public Session: RSA91-A:3 II-c
Motion was called to go into non-public session by BJ, PegH2.
9. Other:
Marie would like Staff Development Day which is usually the first Friday in December. Good for morale and have the opportunity for employees to all be together. Talking about the changes – likes/dislikes. Creating a positive climate, working on goals and a mission statement, get everyone engaged. PegH motioned and BJ2 to close 12/10/2021 to the public for a full Staff Development Day
10. Adjourned at 7:37 PM BJ1, PegH2
Vote was unanimous to adjourn the meeting.

Next scheduled meeting will be October 19, 2021 at 6:30 PM