

Whiting Library Minutes
Regular Meeting
Feb 14, 2023, at 6pm
Whiting Library and Zoom

In Attendance: Trustees Donna McNeill-Hudkins, Jesse Bailey, Matthew Gorsky, John Garison, Bill Dakin (late), and Sam Comstock, and Director Pamela Johnson-Spurlock. Lora Cokolat was unable to attend.

Call to Order: Donna called the meeting to order at 6:14pm.

Additions To The Agenda:

- Book Sale Room
- Raffle
- Spring fundraising drive

Approval of January 10 Minutes:

Pamela Noted they should read "...Director and reports..."

Motion to accept minutes as corrected by Donna, second by Matt. Passed unanimously. Minutes from January 31 Special Meeting were not ready for approval.

Director and Youth Services Report: Presented by Pamela.

(Zoom recording started at 6:18pm)

(Bill arrived at 6:23pm)

Treasurer's Report: Presented by Donna. Ended the year at -22,890 net, which is in the negative despite considerable salary savings with the Director position open half the year due to a loss in value of the Wealth Management fund as well as unanticipated legal expenses. Cil (Town of Chester Bookkeeper) indicated the Library is able to invest year-end surplus funds in the "Due To/From" account. Cil did not know the history of the Library checking account – it was indicated in the meeting that the account was started by past-Trustee Marion Bock (e.g., so she could provide us addition context on intent). In 2023 there has already been \$7,55 in donations to the Library.

Motion to accept the Treasurer's Report by Bill, seconded by Sam, Passed unanimously.

Library Improvement Committee:

In the first meeting of the committee, the following was discussed:

- Make the Reading Room more comfortable. Spoke with Steve (Town Facilities Manager) about a propane fireplace insert. The donations in memory of Alan Ramsland are targeted toward improving this space. Needs to be ADA-compliant.
- Move the Circulation Desk.
- Do away with the Trustee office space.
- Make better use of the "Booksale Room" space.
- Relocate the Children's Section to the downstairs, and use the upstairs space for adults/meetings.
- Computer upgrades. Met with Bill's tech support person. Recommending fewer devices for checkout.

Cost estimates to be provided at March meeting.

The Youth Services Librarian would move downstairs, which would allow Staff on both floors all the time. Rockingham and Claremont libraries have a similar configuration.

Expect the upstairs meeting space could accommodate 40 people.

Hope over time to be able to increase staffing.

The Vermont Room (downstairs) is under-utilized, and it is hard for the Librarian to service and maintain it. Moving the material upstairs would allow better staffing.

Fundraising Spring 2023:

The Booksale shelf-space downstairs has been in the hands of the Trustees, used as an area to accumulate donated and no longer needed books for the annual Fall Sale, and the public have been able to purchase books from there year-round. In the past a volunteer maintained this area. Pamela feels the space is under-utilized. There was discussion of off-site storage for donated books, as well as having a second book sale earlier in the year, such as during the Alumni Weekend in June.

A quilt, made and donated by Linda Diak, is available to be used to raise funds (and possibly to be donated back to the Library for display). There was discussion of online raffles and auctions, and of a table at Town Meeting (Tuesday voting), with the option to buy raffle tickets. The online option would allow people from all over to participate.

Jesse suggested an online fundraiser (e.g., Go Fund Me) to cover legal costs. Discussion as to whether these options were suited to covering this type of expense. Matt suggested crowdfunding for the backyard project, which has a grant that requires matching funds raised from the public.

Spring fundraising drive: Donna will determine the timeline used in the past for a mailed solicitation. (Fundraising Committee are Donna, Bill, and Jesse). Donna indicated we need more Thank-You cards, and Pamela noted there is a budget line item for this. Donna to check on News Bank printing options. Donna to send last year's solicitation letter to Trustees for review. Shredding of past years' mailing lists discussed and noted that Secure Shred is in town monthly.

Community Room Policy:

Policy was revised as discussed at previous meeting and copy sent to Trustees via email.

Motion to approve the revisions as provided in email made by Matt, seconded by John. Passed unanimously. Bill asked if the policy covers all space at the Library, including the lawn space that was requested to be used last Fall by a school group. **Motion to amend the policy to be more generic, to include all the Library space including outdoor space**, made by Bill. Approved unanimously.

Public Comment:

Chris Burks introduced himself to the Trustees and considerable chatting ensued. Chris is on the March Town ballot for Library Trustee. It was noted the ballot has 4 people running for 3 open seats, and also has one seat that no one is running for. The open seat will need to be filled by appointment by the Select Board.

It was noted this was John Garrison's last meeting as a Trustee. John was one of the volunteers last summer, appointed as Trustee by the Select Board. We all thank John and wish to see him continue his involvement with the Library into the future.

Motion to adjourn, at 7:29pm, by Matt