



Weare Public Library
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Board of Trustees

Brenda Cannon, Chairwoman
Josh Hilliard, Treasurer
Mark Carey, Secretary
Heleen Kurk, Alternate
Diann Couture-Smith, Alternate
Clay Kriese, Director

-- Approved Minutes --

Minutes

Board of Trustees Meeting

Thursday April 1, 2021

Conducted via Go To Meeting

Present: Trustees: Chairwoman Brenda Cannon, Treasurer Josh Hilliard, Secretary Mark Carey, Director Clay Kriese, Alternates: Heleen Kurk & Diann Couture-Smith, Guest, Daniel Bretzius.

The meeting was called to order at 7:01 pm as per RSA 91-A: 1-a.

Acceptance of Minutes:

The meeting minutes from March 4, 2021 were reviewed. Minor corrections for typos were noted and Chairwoman Brenda Cannon moved to accept the minutes for the March meeting. Treasurer Josh Hilliard seconded the motion. All present were in favor and the meeting minutes were accepted.

Public Comments: There were no public comments. The board progressed directly to public session.

Public Session to accept funds:

A public hearing came to order at 7:02 pm, per RSA 202-A 4c. The hearing was held to accept funds from income generating equipment, donations and other income to be placed in the appropriate funds (\$934.17). The library Director provided this information in the March 2021 Report to Trustees. Chairwoman Brenda Cannon moved to accept the funds. Josh Hilliard seconded the motion. All present were in favor. The public session ended at 7:03 PM.

Director's Report:

Director Kriese presented data of the past month's operations, circulation activity and staff development. There has been a huge increase in circulation. The director went over the COVID policy for the library. The library will begin re-opening based on the criteria outlined in the library COVID policy. As the schools re-open and library personnel get vaccinated the library anticipates fully reopening this spring.

- The new website is still in process. The current plan is to have ready by April 5, 2021.
- Compared with February, March is looking up. The library has seemed quieter, especially on the sunnier days. Saturdays, however, have been tightly booked with an average of 11 visits a

day. Curbside orders have picked-up too. Overall, our total materials checked-out almost 500 times more than last month (a 46% increase). We're also higher than March 2020, but much of that is probably due to the library shutting down for covid half-way through.

- The staff received updated job descriptions and will meet with the director on April 5.
- The first two in-person events in a year were recently held: The Friends with 6 persons; and the Book Group with 13. The latter was hosted by library staff, and promoted in Weare In The World and the Concord Monitor. They met outside with a fire, marshmallows, and hot chocolate and everyone seemed to have a pleasant time.
- Special thanks to Lindsey Hilliard for designing the new library mascot/logo – depicting Merlin the Magical Reading Owl! Karen Metcalf has a similar looking animatronic owl for the Children's that can read stories.
- Facility Improvements: Hanging the TV over the Paige Room fireplace, fastening kick-plates to the newly painted doors and a water cooler.

Chairwoman Brenda Cannon moved to accept/approve the director's report. Alternate Heleen Kurk seconded the motion. All present were in favor.

Old Business:

- Additional changes have been suggested to the language in the library personnel manual. The latest changes address meal breaks and the social media policy. Brenda Cannon moved to accept Josh Hilliard seconded and all present were in favor of the new personnel policy changes. The motion passed.
- The cost for purchasing new blinds for the Paige room was discussed. Currently the cost would be \$107/per shade. Costs for installation were not available. After discussion it was decided that this would be put off until 4th quarter of this year. At that time the cost for installation would be known and the budget would be reexamined to determine if the library had funds for this project. **Action:** Director to get estimates for fixing the windows in the Sawyer Room as well as getting costs for installation of window treatments. The Trustees will present to the trustees of the Trust Fund in hopes that they may provide funds for some of this project.
- The library's continued involvement in the publication "Weare In The World" was discussed. After much discussion it was determined that the Trustees would provide the asset of this paper to the group now handling. The Trustees will meet with this group to determine how to move forward now that this will no longer be a library work product.

New Business:

This is the first trustee meeting since the Town election. At this meeting new officers were installed. A motion was made by Brenda Cannon and seconded by Heleen Kurk to have Mark Carey, become Chairman, Josh Hilliard, Treasurer and Brenda Cannon, Secretary. The alternates Diann Couture-Smith and Heleen Kurk will remain in their current roles. An additional alternate Daniel Bretzius has recently joined the Library Trustees. All present were in favor and the motion passed.

A. The Secretary will forward a copy of these minutes to the Town Administrator so that the Selectman can be made aware of these changes.

Chairwoman Brenda Cannon made a motion to adjourn; Treasure Josh Hilliard seconded the motion. All present were in favor. Meeting adjourned at 8:07 pm.

Next meeting is Thursday May 6, 2021 at 7:00 pm

Respectfully submitted,
Brenda Cannon, Recording Secretary