

Randolph Public Library

Trustees' Meeting, Mon Oct 21<sup>st</sup>, 2019, 6.30pm

Present: Denise Demers, Jan Halvorson, Steve Teczar, Heather Wiley and Yvonne Jenkins (librarian)

Absent: Steve Fisher

1. Denise made a motion to approve the minutes, Steve seconded, all were in favor.

2. Treasurer's Report

|                        |             |
|------------------------|-------------|
| Town Checking          | \$9,617.92  |
| RPL Checking           | \$12,225.67 |
| Building Fund Checking | \$475.43    |
| Building Fund CD       | \$17,906.95 |

Jan reported that Northway Bank expects activity on the Building Fund Checking account, otherwise financial penalties will incur. There was discussion about closing the account but Jan felt it prudent to keep the account open to enable checks to be written from it in a timely fashion if needed. Jan made a motion to withdraw \$1 from the account, then redeposit it in order to keep the account open. Steve seconded, all were in favor.

Jan informed Yvonne that there is \$747.42 left in the book budget for this year.

Jan proposed changes to the line items in the budget for next year – increase the amount under Periodicals to \$450, decrease the amount for Supplies to \$200, decrease the amount in Miscellaneous to \$25 and increase Electricity to \$1300. Steve mentioned that the trustees should also discuss line items for Professional Development and Yvonne mentioned Programming.

There was discussion about the periodicals in the library – Berlin Reporter, Coos County Democrat, Northern Woodlands, Senior Hiker, Windswept and Consumer Reports. Yvonne would like to expand the selection. Taproot and NH Magazine were suggested – Yvonne will order.

Jan reminded the trustees that she will not be seeking a second term of office, which was again met with sadness and disappointment by those present. The trustees will need to find a replacement trustee with strong accounting skills.

3. Librarian's Report

- Yvonne completed 2 mandatory trainings in the new Interlibrary Loan System which is up and running. It is working very well.

- The Cider Pressing program had 12+ participants on September 18<sup>th</sup>.

- The "What's Up Doc?" film series began on Oct 9<sup>th</sup> and will take place on the second Wed of each month through the Winter. Next film is "Amazing Grace – Aretha Franklin" on Nov 13<sup>th</sup> at 6.30pm.

- Halloween fun will take place at the library on Wed Oct 30<sup>th</sup> at 6pm. Everyone is invited to wear their Halloween costume or come dressed as a favorite book character.

- Yvonne would like the trustees consider changing the library hours on Mondays in the Winter from 3-8pm to 1-6pm. Yvonne is completely alone in the building which leads to some security concerns and patrons may better attend during daylight hours. The trustees agreed and the hours will change on Monday Nov 4<sup>th</sup>. Yvonne will post on the website, etc. Hours on Wednesdays will stay the same as currently.

4. Friends of Randolph Public Library

As soon as the names and emails of Friends have been entered into the spreadsheet emails will be sent out acknowledging receipt of membership. Nancy suggested a movie and potluck dinner in the Winter so that new officers can be recruited.

5. Old library book shop and yard sale review

The old library book shop was open on 4 Sundays in September with total sales of \$236.75. \$48 of that went to the Friends for sales of book bags. \$88 was from yard sale items on the final day, \$99.25 from book sales.

6. Review of the Policy for Collection Development

As time had elapsed, the trustees will discuss this first at the next meeting. Yvonne will email the current policy for review.

7. Old, Continuing and Other Business

Denise gave the trustees an update on the NH Library Trustee Orientation held in Gorham last month.

8. The next meeting will be held on Monday, Nov 18<sup>th</sup> at 6pm (NOTE the new time as the library hours will have changed).

There being no other business, the meeting was adjourned at 8pm.

Respectfully submitted,

Heather Wiley, Secretary