

Randolph Public Library

Trustees' Meeting, Mon Nov 15th, 2021, 6.30pm

Present: Denise Demers, Rhonda Stitt, Steve Teczar, Heather Wiley, Yvonne Jenkins (librarian) and Kayla Demers (Friends of the Randolph Public Library).

Absent: Ellen Ross

1. Denise made a motion to approve the minutes from the previous meeting, Rhonda seconded, all were in favor.

2. Treasurer's Report

Town Checking	\$12,520.19
RPL Checking	\$9,383.62

The statement for the Building Fund CD was unavailable this month. Invoices were circulated for approval and signing.

3. Friends' Group Report

Kayla reported that the inaugural newsletter was mailed out on Oct 31st. It reiterated the mission, thanked the Friends for their involvement, reviewed the accomplishments to date and plans for the future. The intention is to mail a newsletter out quarterly. Steve felt this was ambitious and the trustees suggested bi-annually would be sufficient. The Friends' next meeting will be held on Dec 1st.

4. Librarian's Report

- Yvonne is not planning any indoor Winter programming but would like to arrange outdoor programs. She will talk to the Friends about covering the cost.

- Katie Rose is interested in taking a 3 credit course on Library Cataloging at the local community college in Jan 2022. Cost is \$225/credit. The trustees would approve covering the cost of 1 credit if approached.

- The book order for graphic novels has been submitted.

- The furnace needs servicing. Kevin Rines has not responded to phone messages. Rhonda suggested contacting Randy Fortin from Milan.

- The side room in the Old Library is now completely empty. The book dealer from Lancaster may return in the Spring to take the remaining books, and Yvonne will also check to see if the prisons would like books for their libraries.

5. Succession Planning for Trustee Replacement

Unfortunately Ellen Ross is unable to fill her alternate duties due to increasing work and home life responsibilities, and tendered her resignation. Heather has also decided not to run as trustee again in the Spring. Steve mentioned that up to 3 alternate trustees are allowed. It may be helpful to try to recruit 2-3 alternate trustees now, in the hopes that one could take on the position of secretary after Town Meeting in March. Heather and Yvonne have suggestions for possible replacements.

6. Continuing and Other Business

Rhonda shared the current budget and expenditures with the trustees. There are deficits in the phone, Alexandria and miscellaneous line items. Funds could be taken from the computer support budget to cover the approximately \$300 shortfall. For next year Yvonne suggested to increase the propane and electricity line items by 20% to cover anticipated increase in cost of energy. Rhonda will check with the town treasurer to be in line with town increases.

During a closed session (Yvonne and Kayla excluded) the trustees discussed Yvonne's salary. There is a commitment to making market adjustments to the librarian's salary over the next several years. This is based on a review of salaries for a librarian with a masters degree or the equivalent combined with extra educational credits and certifications, in addition to the highest quality of service. The trustees also approved a bonus now (to be taken from the RPL account) to reflect gratitude for Yvonne's exceptional service to the Randolph community during the epidemic.

Covid is still widespread in Coos County. There are no changes anticipated for precautions in the library at this time.

7. The next meeting will take place on Monday, Dec 20th at 6.30pm.

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

Respectfully submitted,

Heather Wiley, secretary