

Draft

**Record of the Frost Free Library
Board of Trustees Meeting
Frost Free Library, Marlborough, NH
September 21, 2023**

Call to order: At 5:30, Chairman Ed Moura called the meeting of the trustees to order. *In attendance:* Julie Farhm, Gilda Goodrich, Ed Moura, Earl Nelson, Jane Pitt, Charley Wright voting for Gina Paight, Henry Barker, Director. By Zoom: Rufus Frost V. Public attending: Miriah Greenwood, President of the Friends.

Welcome: Ed welcomed Henry and Miriah to the meeting.

Correspondence:

- Ed shared a letter from Mary Frost asking for an update on the building expansion. Ed will contact Mary and bring her up to date.
- Ed reported on the Historical Society's upstairs closet work. The DPW will put together a materials list and complete the work.

150 Committee: Ed reported that the 150 committee would be able to revive the donation campaign if there was a goal. Representatives from the Building Committee, 150 Committee and the Trustees will be meeting next week. Rufe recommended updating the community. The town is planning on reapplying for the government grant in October and they should hear by November.

Secretary's Minutes: Motion to accept the minutes for August 17, 2023 was made by Earl Nelson and seconded by Julie Farhm. The vote to accept was unanimous.

Treasurer's Report:

- Rufe reported that a check for \$136,664.39, representing the entirety of the Mary Lodge Fund, had been sent to the town to be invested in a high interest savings account.

Ed Moura moved that the trustees withdraw the Mary Lodge Fund from the building fund until the Library Trustees have more information as to sources of funding. Earl Nelson seconded the motion. The motion passed with six voting yes and one voting no.

- Rufe reported that \$10,500, given in memory of Rufus Frost III, was placed in a 6 month CD. Later the money may be moved to a trust fund.

Jane Pitt moved to accept the treasurer's report. Ed Moura seconded the motion. The vote to accept was unanimous.

Directors Report: Henry Barker reported on the following:

- He informed the trustees that he has been trained on many of the town and library systems.

- Henry will check with Ellen and Craig about placing a sign on Main St.(NH Route 101).
- He met with the school librarian and with the Friends. In addition, he met with Julie Perrin, Jaffrey Library Director, to update himself on past discussions about consortium services. Henry indicated that he will look into the ILS that Jaffrey uses.
- He discussed hours and staffing, indicating that things might change after the Community Survey is completed.
- Henry looked into the data and indicated that the library has not recovered from the pandemic, although downloadables have remained steady.
- Rearrangement of some of the furniture will be completed with help of the Friends.

Julie moved to accept the director's report. Ed Moura seconded the motion. The vote to accept was unanimous.

Friends of the Frost Free Library: Miriah Greenwood thanked the trustees for help during the summer and reported on the following:

- She stated that book sales at the Thrift Shop have been doing well.
- The Humanities book club on September 2nd was well attended, and going forward the director will be organizing them, but the Friends will still pay the mileage fees for the presenter. She announced that, pending the application, the book for November will be *Black Elk Speaks*.
- October 15-21 is National Friends of Libraries Week. The Jaffrey, Marlborough and Dublin Friend's Boards will hold a joint meeting on October 18th.
- There will be a bake sale and quilt raffle to support the Friends on October 21st at the Thrift Shop.
- On Veterans Day there will be a brunch honoring Veterans.
- Concerts were successful. Currently \$2800 in the fund. New Signs will be purchased.
- The Friends raised about \$200 from the 50/50 raffle held at the concerts.
- Miriah asked about using a donation jar to help fund craft events. Henry will check into this.

New Business:

- Ed Moura moved that the trustees amend page 15 of the Employee Handbook to include: "Library employees hired before September 1, 2023 will be granted three weeks equal to the number of hours normally worked on the fifth January 1st following your year of hire." Charley Wright seconded the motion. The vote to accept was unanimous.
- Holiday Closures- Henry will make a recommendation, to present in October, for the rest of the year.
- Bylaws- The trustees reviewed the Charter and Ed recommended the board create by-laws. Discussion ensued. Jane recommended that the trustees get an opinion from the town counsel.
- Ed moved that, provided there is a quorum, the Library Board will accept the vote of any appointed or elected trustee. Julie seconded the motion. The vote to approve was unanimous.

Ed Moura moved to adjourn the meeting at 7:10.

Next regular meeting: October 19, 2023, 5:30 at the library.

Respectfully submitted,
Gilda Goodrich