

Laconia Public Library
Board of Trustees
Minutes of Meeting
Volpe Conference Room, Library
July 28, 2022

I. Call to Order

Laconia Public Library Board of Trustees held their regular monthly meeting in the Volpe Conference Room in the Library. Chairman John Moriarty called the meeting to order at 5:30 pm.

Present: James Anderson, Aaron Bassett, Marie Bradley, John Perley, Angela Vaillancourt, Alternate Bruce Kneuer, Director Deann Hunter.

Chairman seated Alternate Kneuer.

II. Reports

A. Secretary's Report

May 26, 2022 nonpublic session minutes were approved. Anderson moved to accept; Bassett seconded. Motion passed unanimously.

June 23, 2022 minutes were approved. Anderson moved to accept; Vaillancourt seconded. Motion passed unanimously.

B. Treasurer's Report (Anderson)

June 2022 financial reports were reviewed.

C. Endowment (Perley)

Perley summarized June 2022 endowment report from the Bank of New Hampshire.

D. Personnel

1. Closing date for part-time library assistant position was July 12. There were three applicants.

E. Policy

1. LPL Personnel Rules and Regulations

Chairman will contact attorney to discuss proposed changes to the Library's Personnel Rules and Regulations manual. Director will contact Primex.

2. Library Loan Agreement

Bradley moved to accept the Library Loan Agreement with amendments to include removal of "Laconia Library will insure, for the same duration as above" and addition of the date the Library Board of Trustees approved outgoing loan. Bassett seconded. Motion passed unanimously.

3. Telescope Lending Policy

Bassett moved to accept the Telescope Lending Policy with amendments to the agreement portion to include the removal of "front" from the fourth bullet point and changing the fifth bullet point to "I will not look at the sun through the telescope or its finder scope. I understand that permanent eye damage could result. Even pointing the telescope at the sun could result in telescope parts melting. Laconia Public Library will not be held liable for any injury or injuries incurred as a result of telescope usage. Patrons take full responsibility to use as it's intended to be used". Anderson seconded. Motion passed unanimously.

F. Buildings and Grounds (Bradley)

1. Stage 2 of the camera installation was completed on July 25. Discovered that City IT remoting into camera server drastically effects bandwidth consumption.
2. Proposal from Granite State Glass for replacement glass for seven windows (four located in the Volpe Conference Room, three located in nonfiction) was discussed.
3. Rooftop skylight was discussed.

Anderson moved to authorize Bank of NH to issue a check made payable to "Granite State Glass" in the amount of \$4,000 from the general fund and to seek reimbursement from the City of Laconia. Perley seconded. Motion passed unanimously.

G. Technology (Bassett)

1. Makers Mill visit is scheduled for August 2nd.

H. Director's Report

1. Categories for and number of active Library cardholders were discussed.

I. Chairman's Report

III. Old Business

A. Classification & Compensation Schedule

1. Perley moved to accept revised job descriptions for all positions including: Children's Librarian, Teen Librarian, Adult Services Librarian, Library Technician, Library Assistant, and Administrative/Technical Assistant. Anderson seconded. Motion passed unanimously.
2. Bradley moved to replace "Librarian" on the Classification & Compensation Schedule with a two-tiered credentialed and non-credentialed "Associate Librarian" for the positions of Adult Services Librarian, Teen Librarian, and Children's Librarian; with credentialed tier reserved exclusively for Adult Services Librarian, Teen Librarian, and Children's Librarian with a Master's Degree in Library Science. Vaillancourt seconded. Motion passed with one opposed.
3. Vaillancourt moved to promote Jamie Dalton and Brianna Hemmah to non-credentialed Associate Librarian at Step 8 effective the first pay week in FY23. Bradley seconded. Motion passed unanimously.
4. Bassett moved to promote Natalie Moser to Library Technician at Step 2 effective August 1, 2022. Perley seconded. Motion passed unanimously.
5. Bassett moved to promote Allison Macha and Shayla Locke to Library Technician at Step 1 effective August 1, 2022. Perley seconded. Motion passed unanimously.

B. COVID Barrier Removal Parameters

Bradley moved to table discussion regarding COVID barrier removal parameters. Vaillancourt seconded. Motion passed unanimously.

C. Space Planning

D. Behavior Policy

IV. New Business

A. Amended FY23 Budget

Anderson moved to adopt amended FY23 Budget. Bradley seconded. Motion passed unanimously.

B. Non-resident Fee

Anderson moved to increase non-resident fee from \$50 to \$55 effective August 1, 2022. Vaillancourt seconded. Motion passed unanimously.

Anderson moved to authorize Director to waive non-resident fee as deemed appropriate. Vaillancourt seconded. Motion passed unanimously.

C. Library Exhibit Proposal

Bradley moved to table discussion regarding Library Exhibit Proposal. Bassett seconded. Motion passed unanimously.

D. Volpe Room Bookings

Volpe Conference Room bookings will resume as outlined in Meeting Room Use Policy.

V. Adjourn

Future Board Meetings: August 25
 September 22
 October 27
 December 1

Bassett moved to adjourn the meeting. Bradley seconded motion. Motion passed unanimously.

Meeting adjourned at 8:52 pm.

Respectfully submitted,

Deann Hunter

Outgoing Loan Agreement

The Laconia Public Library hereby lends to the Borrower named below the object(s) described herein for the purposes and subject to the terms and conditions set forth.

Organization _____

Contact _____ Title _____

Address _____

Phone _____ Fax _____

Email _____ Website _____

Objects

Date of Loan _____ Date Scheduled for Return _____

Purpose of Loan _____

Venue _____

Insurance Value _____

_____ Borrower's insurance will cover the loaned object(s), from the time borrower takes possession of the object(s) to the time Laconia Library re-takes possession of the object(s)

Signature _____ Date _____

(Borrower)

Signature _____ Date _____

(Laconia Library Representative)

Outgoing Loan Guidelines

1. Borrower must attribute ownership of the object(s) to Laconia Library on all signage and publicity pertaining to the display of the object(s).
2. Any damage to the object(s) that occurs at any point in this loan from the date received until returned will be reported to Laconia Library immediately.
3. Borrower shall complete and retain copies of a standard receipt and loan agreement for all objects received as loans from Laconia Library at time of receipt and return. Any changes to this agreement will be issued in writing and signed by borrower and Laconia Library.
4. The objects may not be lent to third party without the advance approval of Laconia Library.
5. Loaned object(s) must be insured at all times, including but not limited to transit, storage, study, and exhibition. Proof of insurance must be provided to Laconia Library.
6. Borrower is responsible for picking up loaned object(s) and returning loaned object(s) on the dates scheduled, unless a written extension of the loan is issued. Arrangements for the return of the loan will be coordinated between Laconia Library and the Borrower.
7. Borrower agrees to use the loan only for the purpose stated on this form.

I have read and understand the above Incoming Loan Guidelines. _____
Borrower's Initials

Return Receipt

The object(s) described on the attached sheet has/have been returned to me, thereby rescinding the above Loan Agreement.

Laconia Library Representative

Date

Loan Approved by the Laconia Library Board of Trustees

Date _____

Laconia Public Library Telescope Lending Policy

I. Borrower Criteria

The Laconia Public Library's Orion Starblast #9814 4.5" Altazimuth Reflector Tabletop Telescope is available to borrow by Laconia Public Library cardholders in good standing. Borrowers must be 18 years of age or older.

The Library reserves the right to refuse to lend the telescope to anyone who abuses equipment or is repeatedly late in returning the telescope. The telescope is checked out for 1 week.

A patron who borrows the Orion StarBlast Telescope must complete a borrower's agreement each time the telescope is borrowed.

Patrons must return the telescope at the circulation desk where staff will ensure all parts are present and in good condition prior to checking the telescope in.

II. Check out procedure

The telescope is loaned on a first-come first-serve basis, and may be reserved in advance. Patrons will be notified of their reserve through the method indicated in their library account and must pick up the telescope within 1 week of notification.

III. Return procedure

The telescope should be returned during open hours to a staff member at the circulation desk. Staff will check the telescope to ensure all contents have been returned and are in good condition prior to checking the telescope in.

IV. Replacement costs

The patron is responsible for the cost of replacement for the telescope and/or its accessories should damage, loss, or theft occur.

Contents

- Orion Starblast #9814 4.5" Altazimuth Reflector Tabletop Telescope (including eye and lens covers, viewfinder, attached base)
- Attached bag
- Headlamp
- LensPen brush
- 2 Instruction manuals:
 - Laconia Public Library & New Hampshire Astronomical Society manual
- Orion StarBlast 4.5" Telescope manual
- *Constellations of the Northern Sky National Audubon Society Pocket Guide*

Laconia Public Library Telescope Agreement

My signature below indicates that:

- I am 18 years of age or older and have a Laconia Public Library card in good standing.
- I assume responsibility for any damage, loss, or theft of the telescope while it is checked out to me. If damage occurs while the telescope is checked out to me, I will be responsible for the entire replacement cost of the telescope, accessories, and manuals for a total cost of \$325.00.
- I agree that the library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the telescope.
- I will transport the telescope by securing it in the passenger seat of a vehicle by using the lap belt and the chest belt.
- I will not look at the sun through the telescope or its finder scope. I understand that permanent eye damage could result. Even pointing the telescope at the sun could result in telescope parts melting. Laconia Public Library will not be held liable for any injury or injuries incurred as a result of telescope usage. Patrons take full responsibility to use as it's intended to be used.
- I will not clean the internal lenses.
- I will not use water or anything other than the included LensPen to dust off the eye piece or external lens.
- I will not loan the telescope or its components to any other person.
- I will supervise the use of the telescope by any persons other than myself.
- I will return the telescope during open hours to a staff member at the circulation desk.
- I acknowledge that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing the telescope.

Patron name (please print): _____

Patron Phone #: _____

Patron Address: _____

Patron Signature

Date

Laconia Public Library Telescope Circulation List

To be filled out by Library Staff for each check out and check in of the telescope. Place this form and agreement in telescope folder once complete.

Patron's Name: _____

Checkout Date: _____

Due Date: _____

Telescope check out:

Confirmed patron has a current library card in good standing

Confirmed telescope has no damage

Patron completed the telescope agreement

Items being checked out:

Orion Starblast #9814 4.5" Altazimuth Reflector Tabletop Telescope (including eye and lens covers, viewfinder, attached base)

Attached bag

Headlamp

LensPen brush

2 Instruction manuals:

- Laconia Public Library & New Hampshire Astronomical Society manual
- Orion StarBlast 4.5" Telescope manual

Constellations of the Northern Sky National Audubon Society Pocket Guide

Staff Initials

Telescope check in:

Orion Starblast #9814 4.5" Altazimuth Reflector Tabletop Telescope (including eye and lens covers, viewfinder, attached base)

Attached bag

Headlamp

LensPen brush

2 Instruction manuals:

- Laconia Public Library & New Hampshire Astronomical Society manual
- Orion StarBlast 4.5" Telescope manual

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Staff Initials