

Laconia Public Library
Board of Trustees
Minutes of Meeting
Volpe Conference Room, Library
August 25, 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 5:37 pm.

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

Not present: Aaron Bassett, Angela Vaillancourt

Chairman seated Alternate Kneuer.

II. Reports

A. Secretary's Report

April 12, 2022 personnel committee minutes were approved. Anderson moved to accept; Bradley seconded. Motion passed unanimously.

April 12, 2022 nonpublic session minutes were approved. Anderson moved to accept; Bradley seconded. Motion passed unanimously.

April 14, 2022 personnel committee minutes were approved. Anderson moved to accept; Perley seconded. Motion passed unanimously.

April 14, 2022 nonpublic session minutes were approved. Anderson moved to accept; Perley seconded. Motion passed unanimously.

July 28, 2022 minutes were approved. Anderson moved to accept; Bradley seconded. Motion passed unanimously.

August 2, 2022 technology committee minutes were approved. Anderson moved to accept; Moriarty seconded. Bradley, Kneuer, and Perley abstained.

B. Treasurer's Report (Anderson)

July 2022 financial reports were reviewed.

Anderson moved to ask Bank of New Hampshire to cut a check up to the amount of \$15,000, dated no sooner than September 1 but prior to September 15 if it becomes necessary to make remittance by September 15, to be charged temporarily to the general fund following further allocation in the fund at a later date. Bradley seconded. Motion passed unanimously.

C. Endowment (Perley)

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

D. Personnel

1. Part-time library assistant position was reposted. Closing date is September 12.

E. Policy

F. Buildings and Grounds (Bradley)

1. Windows – Replacement glass has been ordered. Granite State Glass will coordinate glass replacement and skylight work to avoid having to pay for the lift twice.
2. Goss Reading Room masonry work - \$1,000 will be allocated to fix around the doorway.
3. Goss Reading Room fire panel - Director will contact Mammoth Fire Company to request a proposal.
4. Hot water heater - OPN is working on proposal to replace hot water heater in the janitor's closet and will also explore options to resolve hot water difficulties in the family restroom.

G. Technology (Bassett)

1. Makers Mill discussion will take place at a future board meeting when Bassett is present.

H. Director's Report

Natalie has begun work on the next exhibit entitled "Cabinet of Curiosities".

I. Chairman's Report

III. Old Business

A. Classification & Compensation Schedule

1. Organizational Chart

Anderson moved to replace organizational chart to reflect hierarchical structuring. Kneuer seconded. Motion passed unanimously.

2. Job Descriptions

Anderson moved to adopt revised job descriptions for associate librarian positions, library technician, and library assistant to reflect hierarchical structuring. Bradley seconded. Motion passed unanimously.

3. Business Cards

B. COVID Barrier Removal Parameters

Bradley moved to leave existing barriers at the Children's circulation desk as they are and modify existing barriers at the main circulation desk by removing barriers on the lower portion of the desk, removing the card catalog barrier altogether, and purchasing uniform plexiglass barriers for the upper portion of the desk that are less obtrusive. Perley seconded. Motion fails with three opposed.

COVID barriers will remain as is. Director will report back with metrics to be used for removal of COVID barriers, so that little or no barriers remain in place.

C. Space Planning

D. Behavior Policy

IV. New Business

A. Internal Financial Processes

Director will schedule meeting with City Finance Director, Chairman, and Anderson to find out where the fiscal office stands with updating their financial reporting software.

B. IT Services

The Library has been given an "allocation" of \$4,000 for the current fiscal year for City IT services.

C. Library Exhibit Proposal

D. Perley Portrait Restoration

Anderson moved to spend up to \$4,500 out of the archiving budget to be used towards restoration of the Perley portrait. Kneuer seconded. Motion passed unanimously.

V. Adjourn

Future Board Meetings: September 22
 October 27
 December 1

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

Meeting adjourned at 8:16 pm.

Respectfully submitted,

Deann Hunter